

Appendix 2

**Formatted:** Left: 1.25", Right: 1.25", Top: 0.62", Width: 8.27", Height: 11.69"

**Safety of Sports Grounds Act 1975 as amended**

**General Safety Certificate**

**Issued to Aberdeen Football Club Plc**

**In respect of Pittodrie Stadium, Aberdeen**

**July ~~June~~ 2015 2016**

## **Contents**

Clauses 1 to 37	Terms and conditions of the General Safety Certificate
Appendix 1	Specified Activities
Appendix 2	Attendance Limits
Appendix 3	Table of Inspecting, Testing and Recording of the Stadium
Appendix 4	Location of entrance and exit gates
Appendix 5	List of Deviations
Appendix 6	Calculation of P&S Factors
Appendix 7	Layout of Stadium

In exercise of the powers conferred by the Safety of Sports Grounds Act 1975 as amended, Aberdeen City Council, hereby issues to Aberdeen Football Club plc ('the Holder'), this General Safety Certificate in respect of Pittodrie Stadium, Pittodrie Street, Aberdeen, ('the stadium'), being a sports stadium so designated by the Secretary of State under The Safety of Sports Grounds (Designation) (Scotland) Order 1998/1601 as requiring a Safety Certificate.

1. This Certificate includes the Appendices and annexed Plan(s).
2. This Certificate shall be interpreted in accordance with relevant statutory provisions and the following:

<i>the Act</i>	means the Safety of Sports Grounds Act 1975 as amended
<i>Authorised Person</i>	means a person authorised in accordance with Section 11 of the Act to enter a sports ground and make inspection and enquiries relating to it as he considers necessary for the purposes of the Act
<i>Environmental Health Service</i>	means the Environmental Health Authority of Aberdeen City Council, Marischal College, Broad Street, Aberdeen AB10 1AB
<i>The Chief Constable</i>	means the Chief Constable of Police Service of Scotland or his/her authorised representative
<i>The designated Officer of the Council</i>	means the Head of Legal and Democratic Services, Aberdeen City Council, <del>Town House</del> <a href="#">Marischal College</a> , Broad Street, Aberdeen AB10 <del>1AQ-1AB</del> or his/her authorised representative, contactable through the <del>Litigation and Licensing Team</del> <a href="#">Legal Services</a> , Aberdeen City Council, Marischal College Broad Street, Aberdeen AB10 1AB or <a href="mailto:Licensing@aberdeencity.gov.uk">Licensing@aberdeencity.gov.uk</a>
<i>the Chief Fire Officer</i>	means the Chief Fire Officer of The Scottish Fire and Rescue Service or his/ her authorised representative
<i>The Fire Authority</i>	means The Scottish Fire and Rescue Service.
<i>The General Manager</i>	means the General Manager for North Division of the Scottish Ambulance Service
<i>the Guide</i>	means the 'Guide to Safety at Sports Grounds' fifth edition, published 2008 with the permission of the Department for Culture, Media and Sport on behalf of the Controller of Her Majesty's Stationery Office
<i>the Holder</i>	means the applicant for, and the person to whom this Certificate is issued, being a qualified person for the purposes of the Act

*the Plan* means the drawing(s) of the stadium attached to this Certificate dated April 2015 in terms of Section 2(4) of the Act.

*P and S factors* means the mathematical formula by which both the physical condition of the stadium ('P factor') and the quality of the safety management of the stadium ('S factor') are assessed as per Clause 11

*specified activity* means any one or more of the activities listed in Appendix 1 herein

### 3. **Terms and Conditions of Issue of General Safety Certificate**

- (1) This Certificate is issued under the following terms and conditions. No variation to said terms and/or conditions shall be permitted without the designated Officer of the Council's prior written approval.
- (2) The Holder shall comply with the terms and conditions of this Certificate, so far as reasonably practicable, whilst the stadium is in use for a specified activity as noted in Appendix 1 herein.
- (3) The Holder shall comply with the recommendations contained in the Guide, so far as reasonably practicable, insofar as the said recommendations are not substituted, amended, modified, extended or otherwise altered by all or any of the terms and/or conditions contained in this Certificate. The Holder shall ensure that all elements of the stadium comply with the recommendations noted in the Guide, so far as reasonably practicable.

### 4. **Deviations**

- (1) In the event of non-compliance with the terms of clause(s) 3(2) and/or 3(3) above, the Holder must provide a list of current deviations. The list must comprise the following:
  - (a) the expected standard to be provided in accordance with the Guide ('the required standard');
  - (b) the specific chapter(s) of the Guide to which the required standard relates;
  - (c) reason(s) why the required standard cannot be maintained ('deviations') and
  - (d) any recommended upgrading works that may require to be undertaken, so far as reasonably practicable, in relation to the deviations.
- (2) Said deviations shall only be acceptable to the designated Officer of the Council if s/he considers them, with reference to the specific circumstances of each case, to be both necessary and reasonable. Any deviations shall also require the written consent and approval of the

designated Officer of the Council. The current list of deviations forms Appendix 5 of this document.

- (3) In the event that there are any subsequent substitutions, amendments, modifications, extensions or otherwise to any deviations, the Holder shall notify the designated Officer of the Council in writing as soon as possible from the date of occurrence.

5. **Operational Control**

The Holder shall be solely responsible for, and retain operational control of, the whole and each part of the stadium including any installations and/or buildings and shall take all necessary precautions for the safety of spectators admitted to the stadium. Whilst the presence of the police may be required to maintain public order, police officers shall not be present to overcome inadequacies in safety management. Responsibility for the safety of spectators at the ground shall remain at all times with the Holder.

6. **Statement of Intent**

- (1) Following discussion(s) with the Holder, the Chief Constable must have in place, a document ('Statement of Intent') which shall clearly include details of the following:
  - (a) the demarcation of responsibility(ies) and function(s) between the police and the Holder in relation to the safety management of the stadium;
  - (b) whether particular posts are to be staffed by stewards and/or by police officers and identification of those specific posts;
  - (c) which individual(s) will assume certain responsibilities in particular circumstances and what those responsibilities and circumstances are and
  - (d) at what point operational control of the stadium shall be wholly handed over to the police.
- (2) Said Statement of Intent shall not at any time be construed as constituting an implied or explicit request for police services and shall not at any time be held to be legally binding upon any party.
- (3) In the event that any amendment(s) are made to the Statement of Intent, then the Chief Constable should, within a reasonable timeframe of the making of said amendment(s), forward to the designated Officer of the Council a copy of those updated amendment(s).

7. **Police Officer and Steward numbers**

The Chief Constable shall, in agreement with the Holder, make the final determination with regards to the total number of police officers and stewards required to ensure the safety of, and lawful and orderly conduct of, persons in attendance during a specified activity. The expense of said police officers and stewards shall be met wholly by the Holder.

The final determination regarding the total number of stewards required for each specified activity will remain with the Chief Constable. However, the Holder, following consultation with Police Service of Scotland may determine that specific football fixtures at the stadium are categorised as 'Category CS - Club Security Only', or completely 'Police Free', with no Police Officers or Police Staff deployed within the football stadium in respect of that activity. In that event, it will be the responsibility of the Holder to determine the total number of stewards required.

8. **Spectator numbers**

The Holder shall ensure that the maximum number of spectators who may be admitted at any one time to the stadium and to each part thereof shall not exceed the attendance limits as specified in Appendix 2. The maximum capacity figures detailed in Appendix 2 may be reduced by the designated Officer of the Council following receipt by and consideration by him/her of the following reports, namely, the:

- (a) deviation report as per Clause 4 of this Certificate;
- (b) the fire risk assessment as per Clause 16;
- (c) the P & S Factor report as per Clause 11 (3) and
- (d) the structural report as per Appendix 3(d) of this Certificate.

The Holder shall also retain written records of the total number of spectators admitted to each part of and to the whole of the stadium for a period of no less than five years. Said records shall also be made available for inspection to an authorised person upon his/her request.

9. **Record Keeping**

- (1) Responsibility for the keeping of comprehensive and accurate records shall at all times remain with the Holder. In addition to the record keeping obligations as detailed in Appendix 3 herein, records shall also be kept of the following:
  - (a) details of all first aid and/or medical treatment provided to persons either attending an event at the stadium or persons employed by the Holder both prior to and during any specified activity. This obligation shall include details of any onward destination of the person(s) post treatment at the stadium. Said duty shall be without prejudice to any need to maintain medical confidentiality of the person(s) being treated.

- (b) details of the total number and posts of first aiders, crowd doctor(s) and any other medical personnel in attendance during a specified activity;
  - (c) details of all pre-event briefing of stewards;
  - (d) details of all emergency drills and/or evacuation exercises plus any incident that may test the implementation of the contingency plan;
  - (e) details of any non-routine openings of an exit door, barrier or gate;
  - (f) details of all fire alarm activations and of all fires. This obligation shall be without prejudice to fire safety duties as specified in Clause 16 below;
  - (g) reports of any significant motion of the structure in accordance with Chapter 5.5 of the Guide;
  - (h) details of all defects identified during barrier tests and the action taken to rectify said defects as per Clause 31 below. This duty shall be in addition to the Chapter 11.20 barrier testing obligation in the Guide;
  - (i) details of any inspections and tests undertaken prior to, during, and post an event and the outcome of those inspections and tests;
  - (j) details of the names of both the Safety Officer and Deputy Safety Officer as per Clause 12 below including the dates both said Officers were appointed;
- (2) The foregoing records shall be kept for a period of no less than five years.

10. **Risk assessments**

The Holder shall ensure that pre-event, site specific risk assessments as are deemed necessary for the protection and promotion of public safety shall be carried out by competent persons with the appropriate skills and experience for all specified activities. Said risk assessments shall include but not necessarily be limited to those risk assessments as detailed in the Guide and shall follow those steps listed in Chapter 3.3(e) of the Guide. Records of said risk assessments shall be kept for a period of no less than five years and the Holder shall, upon request from the designated Officer of the Council, submit to the designated Officer of the Council seven copies of the same risk assessment(s) so requested by him/her.

11. **P and S Factors**

- (1) The Holder shall ensure that the 'P' and 'S' factors are reassessed annually and shall ensure that said factors consider any risk assessments that are undertaken in accordance with Clause 10 above.

- (2) The Holder shall also ensure that the 'P' and 'S' factors are additionally reassessed upon the occurrence of one or more of the following, namely:
  - (a) any physical alteration to the stadium;
  - (b) any change in the nature of the event;
  - (c) any change in the nature of safety management structure and
  - (d) any change in the nature of personnel.
- (3) Any reassessment(s) of the 'P' and 'S' factors shall be undertaken in accordance with the general provisions of the Guide. The designated Officer of the Council shall be notified immediately of a requirement to reassess in the event of the occurrence of one or more of (a) to (d) above. Details of how the P & S factors have been calculated forms Appendix 6 of this document.

12. **Safety Officer and Deputy Safety Officer**

The Holder shall appoint an occupationally competent Safety Officer and Deputy Safety Officer in accordance with Chapters 3.11 and 3.13 of the Guide. In order to discharge properly their functions, both said Officers shall meet the requirements as detailed in Chapter 3.12 of the Guide. The Holder shall also have in place a written Spectator Safety Policy Document ('Policy Document') as noted in Chapter 3.8 of the Guide. Said Policy Document shall clearly indicate those provisions listed in Chapter 3.9 of the Guide and shall include the duties of both the Safety Officer and Deputy Safety Officer. The Policy Document and/or any subsequent revision(s) to it shall be signed and dated by the Holder or his representative and five copies shall be submitted to the designated Officer of the Council within fourteen days of execution for his/her approval.

13. **Chain of command**

- (1) To ensure the implementation of the Policy Document as detailed in Clause 12 above, the Holder shall ensure that said document clearly outlines a personnel chain of command which identifies the structure of personnel within the stadium including details of one's immediate superior in that chain of command.
- (2) The substantive of the Policy Document shall also ensure that each and every member of stadium personnel have a clear understanding of the following non exhaustive list:
  - (a) his/her respective role(s) and function(s) within the chain of command;
  - (b) a clear understanding of the overall decision making process in relation to safety matters and
  - (c) the role of ground management in relation to ground managements' control and supervision over safety issues.
- (3) Ground management shall also ensure that identification of the said chain of command shall facilitate and be conducive to the following:
  - (a) the speedy and accurate monitoring of spectator safety issues;



- (b) the coordination of any follow up action on structural and/or safety management issues that may require to be taken and
- (c) communication(s) with external agencies to ensure that safety procedures are being followed effectively.

14. **Stewarding**

- (1) Whilst the stadium is in use for a specified activity, the Holder shall take all reasonable steps to ensure that, where applicable, the provisions of the Private Security Industry Act 2001 are satisfied with regards to stewarding.
- (2) In particular, the Holder shall ensure that all stewards:
  - (a) carry out their duties as specified in Chapter 4.7 of the Guide in addition to any other specified duties that may be so required of him/her;
  - (b) are able to understand and communicate verbal and written instructions in English;
  - (c) fully meet the training requirements in accordance with Chapter 4.8 of the guide in addition to any other training requirements that may be so required;
  - (d) are issued with a safety handbook which shall detail in full the duties and responsibilities that a steward may be required to undertake pre-event, during an event and post event. Said duties and responsibilities shall be summarised on a check list card which shall be carried by all stewards at all times during a specified activity. Said documentation shall be available for inspection by an authorised person upon his/her request.
- (3) The Holder shall also ensure that any contract or agreement with an external body(ies) for the supply of stewards shall include those specifications as detailed in Chapter 4.9 of the Guide.
- (4) When members of the public are admitted to the stadium for the sale of tickets only and for no other specified activity, the Holder shall ensure the attendance of sufficient Stewards throughout the period of sale to ensure the orderly behaviour of those members of the public.
- (5) **Stewarding Management**

Security service provider will be monitored throughout season for performance by club and in particular match day safety officers.

Security service provider to be provided with stewarding deployment plans pre-season by Aberdeen FC.

Security service provider to adhere to starting times for all stewards at every match, if stewards are late they must be fully briefed by a Supervisor.

Security service provider administration duties must be carried out prior to match or after match not during working hours when stewards should be familiarising themselves with the stadium and performing security checks.

Aberdeen FC to provide adequate and suitable portable public address system for Police Scotland and Security service provider briefing on match days. These important briefings must be audible at all times.

Experienced and well-informed Supervisors allocated to each stand at every match.

Experienced and well-informed Supervisors must complete a thorough safety briefing at each match.

All stewards must have knowledge and be informed at all times of Aberdeen FC stand representatives' positions, location of fire extinguishers, fire exits, evacuation plans, potential safety hazards, first aid and any other issues for the event.

Steward's objectives are to maintain clear escape routes at all times, if additional stewards are available to assist with catering queues then, and only then, are they to assist with catering queuing.

If a steward becomes aware of any incident within their stand it is often not possible for them to contact a supervisor. If their supervisor is not immediately available they must make contact with the Aberdeen FC stand representative that is based permanently in their stand. These representatives have direct contact with control room and the Security service provider management at all times.

At all games the Security service provider must provide 4 fully trained and informed stewards who are trained in the use of the combat flare kits.

~~This season Richard Donald Stand upper is closed to the public and the Richard Donald Stand gate stewards must be vigilant and assist with the management of this area and stairways. The top level deck will be closed off to the public and inaccessible with seating areas and any other doors on this level which will all be locked except the Fire doors at the top level which will be closed off with fire safety wraps. Security personnel should monitor this area at frequent intervals. Should any fire wraps be found broken then the Supervisor must report this to control room and investigate.~~

Formatted: Line spacing: single

~~(6) Richard Donald Stand Upper Management~~

~~It is Aberdeen football club's intention to close the Richard Donald Stand Upper deck seated area.~~

Formatted: Page Number

~~The upper deck will remain closed throughout the season with the exception of:~~

~~Any all ticket games where crowds are expected to be over 15,000 including away support, the Richard Donald Stand upper deck will then open to home support. (i.e. Celtic, Rangers & International games)~~

~~Where any other match is expected to be more than 15,000 supporters including away fans, the Richard Donald Stand upper deck will be open to home support.~~

~~The decision to open the Richard Donald stand upper deck will be made 48hrs prior to any match at the Pre Ops meeting and will be based on the ticket sales information to date, expected away support details from visiting team Safety Officer, Police Scotland Match Commander and Aberdeen Football club Events Safety Officer.~~

~~Where the sales and expected crowd are less than 15,000 support including away fans, the Richard Donald Stand upper will remain closed.~~

15. **Contingency Plan**

- (1) The Holder shall ensure that a contingency plan is drawn up and put in place in accordance with the general guidance in Chapters 3.17 – 3.19 (inclusive) of the Guide. Said contingency plan shall include, *inter alia*, measures designed to counter terrorism which may include but not necessarily be limited to the searching of spectators more thoroughly than usual prior to entry and the deployment of additional resources on the approach to entry points. It is recommended that spectators who may be affected by such measures are given advance notification, if possible, of any potential delays.
  - (a) The contingency plan shall also specify the procedure in place for the evacuation of disabled spectators in the event of an emergency. Said procedure should consider the possible need for disabled spectators to be carried by safety personnel or otherwise to a point of safety should it be impracticable or otherwise for those disabled spectators to reach a point of safety in their wheelchairs.
  - (b) The contingency plan shall be reviewed annually and after any incident or significant threat of an incident. Seven copies of said plan shall be submitted to the designated Officer of the Council within a reasonable timeframe of any annual or subsequent review.
  - (c) Exercises to test the effectiveness of aspects of the contingency plan shall also be staged at least once a year in consultation with the designated Officer of the Council and relevant emergency services

- (d) The contingency plan shall be consistent at all times with any emergency plan(s) prepared by any of the emergency services.
- (2) An exercise to test the effectiveness of an evacuation of all persons within the stadium in the event of an incident occurring shall be carried out on a minimum six monthly basis by the Holder and/or his/her authorised representative. In relation to the carrying out of said exercise, the Holder shall retain records of the following:
  - (a) the total duration of the exercise;
  - (b) detail(s) of specific instruction(s) given prior to and throughout the exercise;
  - (c) the name(s) of instructing personnel involved in the testing of the exercise;
  - (d) the outcome of the exercise and
  - (e) recommendations (if any) that require to be made to ensure the safety of all persons within the stadium in the event of a future incident occurring.
- (3) The Holder shall also give no less than fourteen days prior notice in writing of the intention to hold an exercise as per Clause 15 (2) above both to the designated Officer of the Council and to the Fire Authority.

16. **Fire Safety**

- (1) A fire safety risk assessment shall require to be carried out for the stadium at least once a year by a competent person. The outcome of the fire safety risk assessment shall be recorded in an easily retrievable manner and available for inspection by the Fire Authority and the designated Officer of the Council at all reasonable times.
  - (a) The process of risk assessment will be ongoing and hereafter where there is reason to suspect that the current fire risk assessment is:
    - (i) no longer valid, or
    - (ii) if there has been a significant change in the matters to which it relates,then the assessment should be reviewed and any required changes must be made to ensure continued compliance with the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 No 456
  - (b) The Holder is obliged to provide a copy of the current Fire Risk Assessment to the designated officer of the Council. In the event that the Fire Risk Assessment is amended the Holder must provide a copy of the updated version to the designated officer of the Council within 7 days of the amendment having been made."

(2) Emergency Fire Action Plan

- (a) There should be a written emergency fire action plan which sets out the action that staff and other people in the premises should take in the event of a fire. It should be kept on the premises, be available in a format understood by all, as well as being known by staff and forming the basis of the training and instruction which is provided. The plan will be available for inspection by the Fire Authority and designated Officer of the Council upon request by either or both of said parties.
- (b) The purpose of the plan is:
  - (i) to ensure that the people on the premises know what to do if there is a fire and
  - (ii) to ensure that appropriate action is taken in the event of fire and that the premises can be safely evacuated.
- (c) The plan should set out details of the procedures to be followed by staff in the event of fire and by any other persons present. It should be specific to the premises and should include:
  - (i) how people will be warned if there is a fire;
  - (ii) what staff should do if they discover a fire;
  - (iii) what staff should do in the event of a fire;
  - (iv) the arrangements for calling the Fire Authority;
  - (v) the specific action to be taken by the person in charge when the fire alarm activates or a fire is discovered;
  - (vi) the procedure to be followed to evacuate the premises, taking into account any personal emergency egress plans;
  - (vii) where persons ought to assemble or be taken after they have left the premises and procedures for checking whether the premises have been evacuated;
  - (viii) arrangements for fighting fire by staff trained in the use of portable fire extinguishers;
  - (ix) processes, machines or power supplies that need to be stopped or isolated if there is a fire;
  - (x) procedures for meeting the Fire Authority on its arrival and notifying it of the circumstances of the incident, whether all persons are accounted for and the presence of any special dangers.

(3) Information and Training

- (a) A sufficient number of competent persons should be employed at all times to enable the safe and effective evacuation of the premises. The premises' fire safety risk assessment must be reviewed, in respect of staff numbers required for evacuation of the premises, in the event of the fire.
- (b) All staff (including stewards, volunteers, performers, visiting contractors, temporary and agency staff) and other relevant

persons should be given information, training and instruction on the fire safety measures to be taken or observed on the premises, including the action to be taken in case of fire. The specific fire safety training needs of any young persons employed should be considered. Training of each member of staff should take place as soon as possible after they are appointed and regularly, at predetermined intervals after that, to ensure that they remain familiar with procedures. Information should be given to staff and to other relevant persons whenever there is a change in the risk from fire, where changes have been made to the emergency fire action plan or other fire safety measures, or where working practices or individuals' responsibilities have changed.

- (c) Staff or other relevant persons who have a supervisory role (including stewards) should be given details of the findings of the fire safety risk assessments and should receive additional training which will enable them to discharge their specific responsibility.
  - (d) Such training may include the use of fire fighting equipment, basic search procedures and evacuation procedures including disabled evacuation plans/personal emergency egress plan.
  - (e) All training should support the fire safety strategy and emergency fire action plan, be verifiable and be supported by management records as evidence that adequate training has been given.
- (4) Maintenance and Testing
- (a) There should be recorded details of the following maintenance and testing regime. This should be carried out to the appropriate standard:-
    - (i) the emergency lighting system;
    - (ii) the automatic fire detection system;
    - (iii) staff training - routine in case of fire;
    - (iv) fire fighting equipment;
    - (v) the fire warning system and
    - (vi) fire fighting facilities – suppression, dry risers, smoke extraction etc.

## 17. Plans

- (1) The Holder shall have in place an up to date plan(s) to the satisfaction of the designated Officer of the Council. Said plan(s) shall be of a suitable scale and shall clearly include, but may not necessarily be limited to, delineation and identification of the following:
  - (a) the boundary of the stadium;
  - (b) the location and capacity of both entrance and exit gates as specified in Appendix 4 herein;
  - (c) the location and capacity of parking facilities and
  - (d) the location and capacity of buildings in the stadium.

- (2) The Holder shall ensure that on any occasion where there may be subsequent alteration(s) to the capacity and/or layout of any part of the stadium, one original and 6 hard copy revised colour plans or one electronic copy shall be submitted to the designated Officer of the Council within a reasonable timeframe of said alteration(s).

18. **Right to Inspect**

The designated Officer of the Council reserves the right, upon reasonable request by him/her, to inspect the whole of the stadium or any part thereof for any reason it so determines. This right is without prejudice to section 11 of the Act. The Holder shall comply with said request so far as reasonably practicable, and shall submit to the designated Officer of the Council, within fourteen clear days of said request, any relevant records held by him/her as specified and requested by the designated Officer of the Council.

19. **Media**

- (1) The Holder shall ensure that media companies provide him/her with risk assessment method statements and design calculations for any installations that may be in place during a specified activity in accordance with Chapter 19 of the Guide.
- (2) All media provision at the stadium will meet, so far as reasonably practicable, the required standards detailed in Chapter 19 of the Guide.
- (3) The Holder will have in place a site specific risk assessment in relation to both temporary and permanent media provision ('media risk assessment') which shall be undertaken in accordance with Chapter 19 of the Guide. Said media risk assessment shall include a layout plan detailing clearly, where applicable, the following:
  - (i) the location of parking spaces allocated for vehicles that are operated/used by media personnel;
  - (ii) the location(s) where media cable runs will be placed and those location(s) where it is anticipated that cable runs may be placed;
  - (iii) the positioning of camera gantries both temporary and permanent;
  - (iv) the positioning of temporary advertising boards;
  - (v) the location of temporary scaffolding that is intended for use in relation to media provision and
  - (vi) the location of temporary barriers that may be in use to protect, for example, various media installations.
- (4) The Holder must submit to the designated Officer of the Council the media risk assessment including layout plan as per sub clause 3 above no later than 31 July each year.

- (5) If the designated Officer of the Council requires further clarification and/or detail in respect of the media risk assessment and/or the layout plan therein, then the Holder will require to submit that information within a reasonable timeframe to the designated Officer of the Council upon reasonable request by him/her.
- (6) Any proposed alterations or extensions to any media installations that are likely to affect the safety of persons at the stadium must be notified to the designated Officer of the Council prior to the carrying out of those proposals. Also see Clause 32 of this Certificate in relation to alterations or additions to be made to any part of the stadium, its buildings, structures and/or installations.
- (7) Any proposed alterations to the layout plan as per sub clause 3 above must be notified to the Council prior to the carrying out of those alterations.
- (8) Media structures and/or equipment shall not be permitted at any time to cause any obstruction to the police or emergency services during the performance of their usual duties. The positioning of said structures and/or equipment shall not at any time compromise spectator safety.
- (9) All media personnel shall be equipped with a uniform, high visibility tabard which shall be worn at all times when spectators are admitted to and remain within the stadium. Said tabard shall clearly distinguish media personnel from stewards, the police, emergency services and any other safety personnel that may be present within the stadium during a specified activity.

20. **Equality Act 2010**

The Holder shall ensure that s/he and all relevant stadium personnel take reasonable steps to ensure compliance, so far as reasonably practicable, with the Equality Act 2010. Said steps shall include, so far as reasonably practicable, the provision of suitable accommodation for disabled spectators to a satisfactory standard acceptable to the designated Officer of the Council. The Holder shall ensure that said accommodation is designed to required safety standards and properly managed. Any alteration(s) which may require to be made to any part of the stadium should not reduce the provision of facilities for disabled spectators and shall require the prior written consent of the designated Officer of the Council.

21. **Auxiliary Power System**

- (1) The Holder shall provide an alternative electricity supply ('auxiliary power system') which shall function for a minimum period of three hours in the event of failure of the normal supply to the following installations: emergency lighting; escape lighting; emergency telephone; fire alarm; CCTV system; turnstile monitoring system; public address system; mechanical ventilation system; control room(s); evacuation lift(s) and the First Aid rooms.
- (2) The Holder shall also have in place a report specifying in full the functioning of the auxiliary power system and how it operates in relation to the failure of normal power supply. In particular, said report shall include



the circumstance(s) in which the system becomes operative and the duration of said system in the event of power failure. Any amendments made to this report subsequent to the execution of this Certificate must be notified to the designated Officer of the Council within a reasonable timeframe of the making of said amendments. In the event that the designated Officer of the Council may not be satisfied with the contents of said report, s/he reserves the right to make any recommendations to the Holder to improve the functioning or otherwise of the auxiliary system and the Holder shall, so far as reasonably practicable, implement those recommendations within a reasonable timeframe.

**22. Control Room and Secondary Control Room**

- (1) The Holder shall provide and maintain at his own expense, and so far as reasonably practicable, the following accommodation and facilities for use by Police Officers on duty:
  - (a) a Control Room which commands a clear view of the whole stadium, pitch and environs. Said Control Room shall be of a sufficient size to enable the Chief Constable and his/her Police Officers (the required number of which shall be determined by the Chief Constable) to operate any equipment as the police may require to enable them to discharge their functions. It is desirable that the Control Room also contain capacity for any other relevant persons who may be in attendance and
  - (b) physically separate from the Control Room, suitably heated, clean accommodation with toilet facilities for the detention and interviewing of persons; an adequate refreshment room for the use of Police Officers on duty and any other accommodation that may be so required by the Chief Constable.
  - (c) in the event that the Control Room as per Clause 22(1)(a) above becomes unusable and/or ceases to be fit for purpose for any reason, management shall provide a Secondary Control Room which shall meet the criteria detailed in Clause 22(1)(a) above so far as reasonably practicable. The location of the Secondary Control Room shall be agreed between the Chief Constable and the Holder and the designated Officer of the Council shall be the ultimate arbiter in the event of any dispute with regards to the determination of said location. The Holder shall also ensure that the Control Room team are able to discharge their required functions to full effect whilst utilising the facilities in the Secondary Control Room. Whilst the Secondary Control Room is in use for its purpose, the Holder shall ensure that at all times the safety and well being of all persons within the stadium shall not be compromised or threaten to become compromised in any way by said use.

23. **Tickets**

The Holder shall ensure that all tickets for admission to a specified activity shall not be available for sale at any place within a two hour period in the event of an all ticket activity. The number of tickets issued for each part of the stadium shall also not exceed the permitted capacities as specified in Appendix 2 herein. Every ticket shall clearly specify the turnstile or entrance gate by which the ticket holder may enter the stadium. A simple understandable plan of the stadium clearly indicating the position of turnstiles and/or entrance gates shall also be displayed on the reverse of all tickets. It is also recommended that the Holder has in place effective anti-counterfeiting features to ensure the validity of a ticket.

24. **Turnstiles/Entrance gates**

The Holder shall close all turnstiles or entrance gates to any part of the stadium when the attendance limit for that part is reached. The Holder and/or his/her authorised representative(s) shall also open and/or close any turnstile and/or entrance gate immediately upon instruction from the Chief Constable.

25. **Drink containers**

Whilst the stadium is in use for a specified activity, all containers in which permitted drinks are consumed shall be made of soft plastic or other similar material and shall be of such a construction that, if they were thrown at or propelled against any person, they would not be capable of causing any injury to that person. The Chief Constable reserves the right to determine the suitability or otherwise of said material and to direct the Holder to alter the type of material and/or the construction of the container should he be so minded. This requirement shall only apply to a relevant area as defined in section 23 Criminal Law (Consolidation) (Scotland) Act 1995.

26. **Communication systems**

The Holder shall provide effective communication systems both in accordance with Chapter 16 of the Guide and to the satisfaction of the designated Officer of the Council. In particular, the Holder shall ensure that said system provides clear communications between the police, the safety management team (in particular both the Safety Officer and Deputy Safety Officer), stewards and other safety personnel, first aid attendants, the crowd doctor, spectators both inside and outside the stadium and any other relevant person(s) that may be so determined by the Chief Constable. The Holder shall also ensure that, so far as reasonably practicable, the public address system meets the requirements of Chapter 16.14 of the Guide. CCTV facilities shall also meet the operational requirements as determined by the Chief Constable for the policing of specified activities.

27. **Maintenance**

The Holder shall comply with the requirements of Appendix 3 herein. The Holder shall also ensure that all buildings, structures, means of ingress and egress, installations including electrical, mechanical and heating are at all times kept free from any obstruction and are maintained in such repair so that they do not at any time compromise spectator safety. Said obligation may be subject to an approved deviation as detailed in Clause 4 above.

28. **Ingress and Egress**

All entry and exit points at the stadium shall be clearly marked on the plan(s) annexed to this Certificate. Means of ingress and egress shall be compliant with Chapters 7 and 10 in the Guide, so far as reasonably practicable. Advertising boards shall not at any time impede entry and/or exit onto the pitch.

29. **Identifiable Hazards**

In the event that any adverse weather conditions or otherwise give rise to a reasonable concern that any surface, whether within and/or outwith the stadium, may pose a danger to those spectators who may have reasonable cause to pass, then the Holder shall ensure that any identifiable hazard(s) are fully cleared without delay to enable the safe passage of spectators over said surface.

30. **Pre-activity notice for admission**

The Holder shall ensure that, not less than three hours before each specified activity, the Safety Officer or his authorised representative shall confirm in writing to the Chief Constable that spectators may be safely admitted to, and remain within, the stadium for the duration of that specified activity.

On any occasion when it has been determined that an activity is to be "Category CS" – Club security only or "police free" the Holder shall ensure that no later than three hours prior to the stadium being opened for the admission of spectators, the Safety Officer or his authorised representative shall confirm in writing to the Designated Officer of the Council that spectators may be safely admitted to, and remain within, the stadium for the duration of that specified activity. In this section confirmation in writing may be effected by e-mail and addressed to the Litigation and Licensing team, Aberdeen City Council. For the avoidance of doubt, the responsibility for the safety of the spectators remains solely with the Holder.

31. **Barriers**

In addition to the undertaking of the barrier risk assessment and testing obligations as specified in Appendix 3, the Holder shall ensure that a suitably qualified person re-inspect the functioning of all barriers as he may deem necessary ('spot checks'), as part of the general maintenance and safety checking of the stadium. Upon identification of any deterioration and/or change(s) in the functioning of said barriers following spot checks, the Holder shall ensure that any defect(s) are rectified immediately. The Holder shall also

submit a written report plus two copies without delay to the designated Officer of the Council detailing in full said defect(s) and any action that he proposes to take and will take to rectify those defects.

32. **Alterations**

No alteration or addition shall be made to any part of the stadium, its buildings, structures and/or installations, whether permanent or temporary, which is likely to affect the safety of persons at the stadium, without the prior written consent of the designated Officer of the Council. Execution of any work for which consent has been granted shall require to be carried out to the reasonable satisfaction of the designated Officer of the Council.

33. **First Aid and Medical Facilities**

- (1) The Holder shall provide and maintain within the stadium, to the reasonable satisfaction of the Environmental Health Service, suitably equipped First Aid and medical facilities. There shall be a minimum of one suitably trained first aider for every one thousand spectators and a minimum of two suitably trained first aiders in attendance at each event. The Holder shall ensure that a suitably trained first aider is one who holds the certificate of first aid issued under the Health and Safety (First Aid) Regulations 1981. The role of first aiders shall include those specifications listed in Chapter 18.11 of the Guide.
- (2) The Holder shall ensure that a medical risk assessment from a competent person or organisation is undertaken in accordance with Chapters 18.1 and 18.2 of the Guide. A written medical plan shall also be produced by the Holder in accordance with Chapter 18.3 of the Guide. A copy of said medical plan shall be kept in the First Aid room(s) and shall be available for inspection by an authorised person and/or the designated Officer of the Council upon request.
- (3) When the number of spectators is expected to exceed the sum of 2,000, the Holder shall ensure the presence of at least one doctor who is qualified and experienced in pre-hospital immediate care ('the crowd doctor'). The crowd doctor should be present at the ground prior to the turnstiles/entry gates being opened, and remain until such time as all spectators have vacated the ground. The whereabouts of the crowd doctor should be known to all first aid and ambulance staff and s/he ought to be positioned at an easily identifiable site where s/he is readily accessible to first aiders and where s/he can move with ease to any part of the stadium. In the event that there are two or more crowd doctors present in the stadium, it is desirable that they are not located together but stationed at strategic points within the ground. The crowd doctor shall at all times be readily identifiable by means of a high visibility tabard with 'DOCTOR' on both the front and back. The Holder shall be responsible for supplying communications equipment to the crowd doctor to enable him/her to be immediately contacted should it be so required. The Holder shall ensure that the crowd doctor has full working knowledge of all the following:
  - (a) the layout of the stadium and location of exit and entry gates;
  - (b) the location and staffing arrangements of the First Aid room;

- (c) details of ambulance cover;
- (d) the equipment that is available for treating medical cases and the location of that equipment;
- (e) the local emergency plans prepared by emergency services for dealing with major incidents and how these relate to contingency plans for the ground and
- (f) the general pattern of crowd movement during an event.

34. **Ambulance**

- (1) Subject to the written approval of the general manager of the Scottish Ambulance Service, the Holder shall ensure the provision and attendance of at least one fully equipped ambulance staffed at paramedic level at all events with an anticipated attendance of 5000 or more. The Holder shall also ensure, so far as reasonably practicable, the attendance of the ambulance(s) at the stadium prior to the admission of spectators. The role of the ambulance(s) shall also be clearly identified in the written medical plan.
- (2) The attendance of first aid, ambulance and any other type of medical personnel shall not be necessary when members of the public are admitted to the stadium for the sale of tickets only.

35. **Legislation**

Management shall take all reasonable steps to ensure that they are aware of the general impact of the following, non exhaustive list of legislation:

- (a) Building (Scotland) Act 2003;
- (b) Civil Contingencies Act 2004;
- (c) Criminal Law (Consolidation) (Scotland) Act 1995;
- (d) Equality Act 2010;
- (e) Fire Safety (Scotland) Regulations 2006;
- (f) Fire (Scotland) Act 2005;
- (g) Health and Safety at Work etc. Act 1974;
- (h) Licensing (Scotland) Act 2005
- (i) Safety of Sports Grounds Act 1975 as amended and
- (j) Any other relevant legislation that may have safety implications for spectators and relevant personnel at the stadium both pre and during a specified activity.

- 36. This Certificate is issued without prejudice to any legislation that may place any statutory obligation(s) upon the Holder.
  
- 37. This Certificate is a live document and may be amended at any time by the designated Officer of the Council. This Certificate shall expire on 6 July 2015.

Signed: \_\_\_\_\_

Designation: \_\_\_\_\_

Place of Signing: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Designation: \_\_\_\_\_

**SPECIFIED ACTIVITIES**

1. Specified activities:

- (a) Association Football;
- (b) Rugby Union;
- (c) Gatherings to celebrate the winning of any honours by the Holder's football team and
- (d) Other sporting event(s) attended by more than 500 spectators.

Subject to the terms and conditions of this Certificate and to any statutory requirements, the stadium may also be used for the following activities ancillary to the specified activities above:

- (e) the playing of music or singing;
- (f) the provision of news or comment relative to the primary activities;
- (g) the sale of tickets for forthcoming activities and the sale of programmes, news sheets and souvenirs;
- (h) the sale and consumption of refreshments;
- (i) public collections of any nature; and
- (j) any other ancillary activity for which the Holder must obtain prior written approval from the designated Officer of the Council no less than 14 clear days prior to the holding of said ancillary activity.

The activities covered by this Certificate shall not include practice or training sessions for the specified activities to which not more than 500 non-paying spectators are admitted.

This page forms Appendix 1 referred to in the foregoing Safety Certificate

Signed: \_\_\_\_\_ Witness: \_\_\_\_\_

Date \_\_\_\_\_

MAINSTAND	SEATING CAPACITY	SERIOUSLY RESTRICTED VIEW	SERIOUSLY RESTRICTED VIEW ACTUAL SEAT NUMBERS	USEABLE SEATING CAPACITY	P&S FACTOR	TOTAL HOLDING CAPACITY	P&S TOTAL TO REMOVE	ACTUAL REMOVED
A	300	2	A1; B1	298	0	269	29	34
B	783	10	A46; A47; B46; B47; A36; A37; A38; B36; B37; B38	773	0	698	75	49
C	593	4	A11; B11; C11; D11	589	0	532	57	46
DIRECTORS	117	3	A21; B21; C21	114	0	103	11	0
D	473	6	A24; A25; B24; B25; C24; C25	467	0	422	45	17
E	694	12	A13; A14; A15; A42; A43; A44; B13; B14; B15; B42; B43; B44;	682	0	616	66	102
F	640	6	A29; A30; A31; B29; B30; B31	634	0	573	61	109
AFC	109			109	0	98	11	0
EXEC BOXES	192			192	0	173	19	19
<b>TOTAL STAND CAPACITY</b>	<b>3901</b>	<b>43</b>	<b>[We must remove these seats before P&amp;S factor is applied]</b>	<b>3858</b>	<b>0.903</b>	<b>3483</b>	<b>374</b>	<b>376</b>
MERKLAND	SEATING CAPACITY	SERIOUSLY RESTRICTED VIEW	SERIOUSLY RESTRICTED VIEW ACTUAL SEAT NUMBERS	USEABLE SEATING CAPACITY	P&S FACTOR	TOTAL HOLDING CAPACITY	P&S TOTAL TO REMOVE	ACTUAL REMOVED
GENERAL	3532	95	ROW 'H' SEATS 48 - 52 AND SEATS 100 - 104 INCLUSIVE	3437	0	3368	69	69
WHEELCHAIR	6		ROW 'I' SEATS 48 - 52 AND SEATS 100 - 104 INCLUSIVE	6	0	6	0	0
			ROW 'K' SEATS 47 - 51 AND SEATS 100 - 104 INCLUSIVE					
			ROW 'L' SEATS 46 - 51 AND SEATS 100 - 104 INCLUSIVE					
			ROW 'M' SEATS 43 - 51 AND SEATS 100 - 104 INCLUSIVE					
			ROW 'N' SEATS 43 - 50 AND SEATS 100 - 104 INCLUSIVE					
			ROW 'O' SEATS 42 - 50 AND SEATS 101 - 104 INCLUSIVE					
			ROW 'P' SEATS 41 - 50 AND SEATS 103 - 104 INCLUSIVE					
			ROW 'Q' SEATS 49 - 50 INCLUSIVE					
<b>TOTAL STAND CAPACITY</b>	<b>3538</b>	<b>95</b>	<b>[We must remove these seats before P&amp;S factor is applied]</b>	<b>3443</b>	<b>0.98</b>	<b>3374</b>	<b>69</b>	<b>69</b>
SOUTH STAND SCENARIO #1	SEATING CAPACITY	SERIOUSLY RESTRICTED VIEW	ALL AWAY SUPPORT OCCUPYING SOUTH STAND UPTO AND INCLUDING SECTION R	USEABLE SEATING CAPACITY	P&S FACTOR	TOTAL HOLDING CAPACITY	P&S TOTAL TO REMOVE	ACTUAL REMOVED
P	656	0		656	0	633	23	79
Q	783	84	x 84 Removed due to disabled seating new roof in front of section	699	0	675	24	0
WHEELCHAIR	13	0		13	0	13	0	0
R	795	0		795	0	767	28	0
S	862	0		862	0	832	30	0
T	958	0		958	0	924	34	0
V	832	0		832	0	803	29	0
W	956	0		956	0	923	33	0
X	1193	0		1193	0	1151	42	0
Y	1107	0		1107	0	1068	39	224
<b>TOTAL STAND CAPACITY</b>	<b>8155</b>	<b>84</b>		<b>8071</b>	<b>0.965</b>	<b>7789</b>	<b>282</b>	<b>303</b>
SOUTH STAND SCENARIO #2	SEATING CAPACITY	SERIOUSLY RESTRICTED VIEW	HOME FANS ONLY OCCUPYING WHOLE OF SOUTH STAND	USEABLE SEATING CAPACITY	P&S FACTOR	TOTAL HOLDING CAPACITY	P&S TOTAL TO REMOVE	ACTUAL REMOVED
P	656	0		656	0	633	23	306
Q	783	84	x 84 Removed due to disabled seating new roof in front of section	699	0	675	24	0
WHEELCHAIR	13	0		13	0	13	0	0
R	795	0		795	0	767	28	0
S	862	0		862	0	832	30	0
T	958	0		958	0	924	34	0
V	832	0		832	0	803	29	0
W	956	0		956	0	923	33	0
X	1193	0		1193	0	1151	42	0
Y	1107	0		1107	0	1068	39	0
<b>TOTAL STAND CAPACITY</b>	<b>8155</b>	<b>84</b>		<b>8071</b>	<b>0.965</b>	<b>7789</b>	<b>282</b>	<b>306</b>
RICHARD DONALD STAND	SEATING CAPACITY	SERIOUSLY RESTRICTED VIEW	NO SERIOUSLY RESTRICTED VIEWS	USEABLE SEATING CAPACITY	P&S FACTOR	TOTAL HOLDING CAPACITY	P&S TOTAL TO REMOVE	ACTUAL REMOVED
FRONT	1700	0		1700	0	1700	0	
REAR	1216	0		1216	0	1216	0	
UPPER DECK	3164	0		3164	0	3164	0	
DISABLED	20	0		20	0	20	0	
EXEC BOXES	120	0		120	0	120	0	
<b>TOTAL STAND CAPACITY</b>	<b>6220</b>	<b>0</b>		<b>6220</b>	<b>1</b>	<b>6220</b>	<b>0</b>	
PITTDRIE STADIUM	SEATING CAPACITY	SERIOUSLY RESTRICTED VIEW		USEABLE SEATING CAPACITY	P&S FACTOR	TOTAL HOLDING CAPACITY	P&S TOTAL TO REMOVE	ACTUAL REMOVED
<b>TOTAL STADIUM CAPACITY</b>	<b>21,814</b>	<b>222</b>	<b>REMOVE SERIOUSLY RESTRICTED TO GET USEABLE CAPACITY</b>	<b>21,592</b>	<b>APPLIED FOR HOLDING</b>	<b>20,866</b>	<b>725</b>	<b>748</b>



Appendix 2

MERKLAND STAND				MAINSTAND					MAINSTAND					MAINSTAND					MAINSTAND					MAINSTAND					MAINSTAND				
				SECTION A					SECTION B					SECTION C					SECTION D					SECTION E					SECTION F				
ROW	FROM	TO	COMPLETED	ROW	FROM	TO	Seats	COMPLETED	ROW	FROM	TO	Seats	COMPLETED	ROW	FROM	TO	Seats	COMPLETED	ROW	FROM	TO	Seats	COMPLETED	ROW	FROM	TO	Seats	COMPLETED	ROW	FROM	TO	Seats	COMPLETED
J	106	105	seats held	A	1	5	5	seats held	A	46	47	2	seats held	A	11	13	3	seats held	A	24	25	2	seats held	A	11	15	5	seats held	A	23	31	9	seats held
K	106	108	seats held	B	1	8	8	seats held	B	46	47	2	seats held	A	36	40	5	seats held	B	24	25	2	seats held	A	40	44	5	seats held	B	21	31	11	seats held
L	107	110	seats held	C	8	11	4	seats held	C	46	47	2	seats held	B	11	14	4	seats held	C	1		1	seats held	B	8	16	9	seats held	C	21	31	11	seats held
M	109	112	seats held	D	11	15	5	seats held	D	1	2	2	seats held	B	35	42	8	seats held	C	19	20	2	seats held	B	39	45	7	seats held	D	30	31	2	seats held
N	110	112	seats held	E	14	17	4	seats held	D	17		1	seats held	C	11		1	seats held	C	24	25	2	seats held	C	4	17	14	seats held	E	31	32	2	seats held
O	112	113	seats held	F	17	20	4	seats held	D	31		1	seats held	C	15	16	2	seats held	D	1	2	2	seats held	C	35	45	11	seats held	E	42	44	3	seats held
P	114	118	seats held	G	17	20	4	seats held	D	46	47	2	seats held	C	33	45	13	seats held	D	17	19	3	seats held	D	1	4	4	seats held	F	31	32	2	seats held
Q	114	118	seats held				34		E	1	5	5	seats held	D	11		1	seats held	E	3		1	seats held	D	32	34	3	seats held	F	39	41	3	seats held
R	114	121	seats held						E	16		1	seats held	D	16	17	2	seats held	F	4	5	2	seats held	E	1	3	3	seats held	G	3	11	9	seats held
S	114	121	seats held						E	31	34	4	seats held	D	32	33	2	seats held				17		K	1	45	41	seats held	H	3	11	9	seats held
T	114	121	seats held						E	45	47	3	seats held	E	31	32	2	seats held								102		J	3	11	9	seats held	
V	114	121	seats held						F	4	6	3	seats held	F	30	31	2	seats held										J	16	18	3	seats held	
W	119	121	seats held						F	16		1	seats held	G	30		1	seats held										K	3	12	10	seats held	
X	119	121	seats held						F	35	38	4	seats held				46											K	16	18	3	seats held	
									F	45	46	2	seats held															L	3	12	10	seats held	
									G	7	10	4	seats held																M	3	12	10	seats held
									G	15		1	seats held																M	16	18	3	seats held
									G	39	40	2	seats held																				
									G	45	46	2	seats held																				
									H	41	45	5	seats held																				
												49																					

Appendix 2

SOUTH STAND				SOUTH STAND				SOUTH STAND				SOUTH STAND			
SECTION P (ALL GAMES)				SECTION Q (ALL GAMES)				SECTION Y (ALL GAMES)				SECTION P (EURO GAMES & CONCERTS)			
ROW	FROM	TO	COMPLETED	ROW	FROM	TO	COMPLETED	ROW	FROM	TO	COMPLETED	ROW	FROM	TO	COMPLETED
E	29	12	seats held	E	32	59	seats held	A	280	296	seats held	E	12	18	seats held
F	29	12	seats held	F	32	59	seats held	B	279	297	seats held	F	12	18	seats held
G	29	11	seats held	G	32	59	seats held	C	278	298	seats held	G	11	18	seats held
H	29	11	seats held					D	278	299	seats held	H	11	18	seats held
HH	3	7	seats held					E	277	300	seats held	I	11	18	seats held
								F	276	301	seats held	J	10	18	seats held
								G	276	302	seats held	K	10	18	seats held
								H	275	304	seats held	L	10	18	seats held
								J	274	304	seats held	M	9	18	seats held
								K	302	305	seats held	N	9	18	seats held
								PP	277	285	seats held	O	8	18	seats held
												P	8	18	seats held
												Q	8	18	seats held
												R	7	18	seats held
												S	7	18	seats held
												T	6	18	seats held
												V	6	18	seats held
												W	5	18	seats held
												X	5	18	seats held
												Y	4	18	seats held
												Z	4	18	seats held
												AA	3	18	seats held
												BB	3	18	seats held
												CC	3	18	seats held
												DD	2	18	seats held
												EE	2	18	seats held
												FF	1	18	seats held
												GG	1	18	seats held
												HH	3	18	seats held
74				84				228							

This page and the three preceding pages form Appendix 2 referred to in the foregoing Safety Certificate

Signed: \_\_\_\_\_

Witness: \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 3

### TABLE OF INSPECTING, TESTING, AND KEEPING OF RECORDS FOR THE STADIUM

The Holder shall ensure that all necessary maintenance, inspections and tests are carried out in accordance with the Guide's recommendations, current British Standards and manufacturer's instructions.

Records of said maintenance, inspections and tests should be kept in a specified place at the ground or in the management's office for a minimum period of five years or longer if so required by British Standards or manufacturer's instruction. Said records shall also be kept in accordance with Chapter 5.15 of the Guide. It is also recommended that a back-up copy of these records be kept securely off site.

Notwithstanding the record keeping obligations incumbent upon the Holder as per this Appendix 3, the Holder will require to submit within a reasonable timeframe to the designated Officer of the Council, upon reasonable request by him/her, a report(s) detailing the outcome of any one or more of the inspections detailed in 'a' to 'p' below.

the Guide's Recommendations	Chapter of the Guide	Test Method	Frequency of testing	Form of Record kept
a) The operation of structures, installations and components should be inspected and tested by competent persons	5.9	Appraise as required to determine suitability for purpose	At least 24 hrs before an event	Log book signed by Safety Officer or Deputy Safety Officer at each event
b) The general condition of all facilities should be checked, and any details and/or shortfalls immediately rectified prior to public entrance	5.10	As required	Within 24 hrs prior to an event	Log book with remedial works dates signed by Safety Officer or Deputy Safety Officer at each event
c) Ground should be inspected to identify potentially dangerous damage that requires remedial action	5.12	Visual inspection	After an event	Maintenance records
d) Detailed inspection of all structures, installations and components should be carried out by competent persons with appropriate qualifications and experience. Materials	5.13 and 5.14	Appraise as required to determine suitability for purpose	every six months	Written report and manuals

Appendix 3

defining key elements and components of the structure requiring regular inspection and maintenance of the structure should be provided. Structural dynamics for permanent structures should be appraised				
e) Ingress monitoring systems should be tested and turnstile flow rates reviewed in accordance with the Guide's recommendations	7.1 - 7.7 inclusive	Manufacturers' instructions	Annually	Computerised monitoring records
f) Highlighting of nosings to steps / stairs /change in level / gangways in a non-slip material, should be included in a continuous maintenance programme	8 .3 and 12.11	Visual inspection	As required	Maintenance records
g) Barriers should be risk assessed and tested in accordance with the newly revised procedure in the Guide	11	As specified by the Guide	Annually	Written report
h) Inspect and test fire alarm and detection systems	15	Fire alarm weekly; Maintenance every six months		Inspection certificate and log book
i) Inspect and test fire extinguishing systems	15	In accordance with the manufacturers' instructions		
j) All electrical and mechanical installations should be inspected and tested by competent persons	17.3	Manufacturers' instructions or relevant British Standard	Annually or as required by Manufacturer or British Standard	Inspection certificates and Log book
k) Inspect and test all	16.25,	BS 7671:2001	As required by	Log

auxiliary and back up power systems	17.11, 17.12, and 17.18	and any manufacturers' instructions	BS	book/maintenance records
l) (i) Inspect and test passenger lifts	17.14	BS 5655 Part 10.1986	As per chapter 12.4 of BS	Log book and periodic inspection and test certificates
(ii) Inspect and test public address system	16.14 and 16.15	24 hours prior to a specific event	24 hours prior to a specific event	Log book/maintenance records
(iii) Inspect and test CCTV system	16.16, 16.17 and 16.18	24 hours prior to a specific event	As required by designer/installer	Log book/maintenance records
m) Inspect and test ventilation, air conditioning and smoke control systems	17.18	Manufacturers' instructions or relevant British Standard	Annually	Log book/maintenance records
n) Necessary communication systems should be tested and maintained in accordance with British Standards or manufacturer's instructions.	16.1	Manufacturers' instructions or relevant British Standard	Annually	Log book/maintenance records
o) Risk assessment for media provision	19	Appraise as required to determine suitability	As required	Log book , risk assessments, structural certification
p) Assessment of capacity	2	As specified by the Guide	Annually and when there is a change as per chapter 2.4	Written report/risk assessment

This page and the two preceding pages form Appendix 3 referred to in the foregoing Safety Certificate

Signed: \_\_\_\_\_

Witness: \_\_\_\_\_

Date \_\_\_\_\_

**LOCATION OF ENTRANCE AND EXIT GATES**

(a) Location of entrance gates

<b>STADIUM STAND</b>	<b>REFERENCE NUMBER/LETTER ON PLAN</b>	<b>POINT WHICH ACCESS IS PROVIDED</b>	<b>FROM</b>	<b>TOTAL NUMBER OF TURNSTILES AT STAND</b>
Main Stand	23-31	Pittodrie Street		9*
Richard Donald Stand	32-43	Golf Road		12
Merkland Road Stand	9-22	Merkland Lane		14
South Stand	44-53	Park Road (via private road)		10
South Stand	1-8	Merkland Lane		8

(b) Location of exit gates

<b>STADIUM STAND</b>	<b>REFERENCE NUMBER ON PLAN</b>	<b>WIDTH OF EXIT GATE IN METRES</b>
South Stand	1	5.00
South Stand	2	4.90
South Stand	15	5.00
Merkland Road Stand	3	6.75
Merkland Road Stand	4	4.80
Main Stand	5	3.36
Main Stand	<i>Corp boxes**</i>	1.10
Main Stand	6	2.65
Main Stand	7	2.30
Richard Donald Stand	8-14	3.20

This page forms Appendix 4 referred to in the foregoing Safety Certificate

Signed: \_\_\_\_\_ Witness: \_\_\_\_\_

Date \_\_\_\_\_

## ABERDEEN FOOTBALL CLUB

### Further Deviations from (Fifth Edition) The Green Guide

Clause	Standards Provided	Granted on the Basis that
7.8	Design and Management of Entrance and Exit Routes Automated turnstiles would appear to be a deviation	The turnstiles are continually monitored in the Control Room Turnstile Supervisors monitor a bank of turnstiles internally. They also monitor a lighting system which indicates if there is a fault on the entry system Stand Reps Steward and Turnstile Supervisors all carry over ride cards and have the authority to over ride the computerised system in the event of fault or emergency.
7.10	<u>Admission Policies</u> para g) The only section of the ground that unreserved seating is offered is the away section	<p>Posters with instructions of how the system works will be on display at the turnstile entrance or alternatively on the turnstile top. The AFC's, (in association with the Scottish Football Association) Ground Rules are displayed throughout the ground.</p> <p>With regards to unreserved seating, this is undertaken on a game to game basis based on intelligence from the visiting club as to number of expected supporters. Taking this into consideration and to minimise any confrontations, the visiting support are allocated specific sections of the away stand. The ticket indicates the section in the away stand that they can occupy <u>and shows row and seat number. For unallocated seating games tickets are clearly stamped unallocated and signage provided at turnstiles along with all details posted on both AFC and opposing team's websites. There is always procedures in place to open up other parts of the away section should the designated away section become full or overcrowded.</u></p> <p><u>If any part of the away section becomes full then another part of the away section would be open up.</u></p> <p><u>The Club maintain and hold off sale at all time's emergency</u></p>

Appendix 5

		<p><del>seating areas along with the required seats along with the required seats taken off sale and identified by the P &amp; S factors annual audit, in any instance the club will retain 5 – 10% of the total capacity of the section. but does not give a seat number. There is always procedures in place to open up other parts of the away section should Section Q become full or overcrowded.</del></p> <p><del>Row 14 and the first 14 rows of Section R would be utilized. The Club would retain tickets for between 5 and 10% of the full allocated seats for the away section.</del></p> <p>This is controlled and monitored by the Stewards and Control Room Staff</p>
8.4	<p><u>U Flights of Stairways</u> Pittodrie Stadium is an existing situation. Compliance with 8.4 para. b) Cannot be fully achieved particularly in the Main Stand.</p>	<p>Due to the stadium's age and design the stairs in the South and Merkland Stands exceed 36 risers without any landings, and without any 30° change of direction. There are varying numbers of risers in the South Stand and in the Merkland Stand. The risers are clearly highlighted are variances in height of risers but all stairs are monitored by stewards during an event.</p> <p>Due to the stadium's age and design the risers in the interior and exterior stairs in the Main Stand have a variance in height. The risers are clearly highlighted and are monitored by stewards during an event for the smooth control and flow of the crowd. Stewards are strategically position on the stairways which are kept clear during the event. In addition, crowds should not be allowed to congregate in the walkways but should be managed and monitored by stewards.</p> <p>The Stairway width at Row A in the Main Stand in Sections D, E &amp; F is less than the recommended 1.1m but there is sufficient room for two persons to leave the exit at the same time and within the agreed evacuation time.</p>
8.5.d	<p><u>Dimensions of Stairways Landings</u> The going of each landing, at the foot of stairways should not</p>	<p>Management recognise this deviation and have adopted a stewarding strategy as follows:</p>



Appendix 5

	<p>be less than the width of the channel of the flight.</p> <p>Due to the addition of LED advertising boards along the Mainstand trackside compliance with 8.5 paragraph d cannot be fully achieved. The landings at the foot of the stairways of Gates 33 and 36 are restricted when the LED advertising boards are closed.</p>	<p><b>Continually stewarded before and after gates open to the stadium and before any member of the public enter the grounds.</b></p> <p><b>The gates have a minimum clear opening width of 1.5m</b></p>
8.9	<p><u>Controlling the Flow at the Head of Stairways</u></p> <p>Pittodrie Stadium is an existing situation. Compliance with 8.9 para b and d, cannot be fully achieved particularly in the Main Stand.</p>	<p><b>It is considered that the direction of barriers to control the flow at the head of the stairs would have a detrimental effect on the spectator circulation through the concourses. These particular areas are signed accordingly and monitored by appropriately trained and qualified stewards who do not allow persons to congregate there and who control capacity and flow</b></p>
9.4	<p><u>Size of Concourses</u></p> <p>Pittodrie Stadium is an existing situation, and historically the concourses have been upgraded to provide spectator catering and welfare facilities. The width and spatial arrangements of the concourses vary from stand to stand and from level to level.</p>	<p><b>Management have mitigated against this by the provision of stewarding and CCTV coverage. in the direction identified</b></p>
9.5	<p><u>Circulation on Concourses</u></p> <p>Pittodrie Stadium is an existing situation and compliance with 9.5 para a) b) and c) cannot be fully achieved particularly in the Main, Merkland and South stands.</p>	<p><b>Management have mitigated against this by stewarding at particular flow problem areas within the concourses, and by delineating queuing areas for the catering and welfare facilities. Floor markings, directional arrows and the implementation of an educational policy, explaining to supporters the reason for queuing. A designated clearway for non catering personnel will be developed which will be stewarded and the spectator flow controlled.</b></p>
9.6	<p><u>Design of Concourses and Related Facilities</u></p> <p>Management has endeavoured to upgrade the specification of the concourses to achieve compliance.</p> <p>The Main and South Stands catering facilities have manual shutters which are removed prior to the kiosks opening.</p> <p>The Main Stand is protected by smoke alarms. Fire extinguishers are available - all kiosks.</p>	<p><b>In recent years sections of the first floor concourse in the Main Stand have been lined with plasterboard to enhance the fire resistance of the existing structure.</b></p> <p><b>Only slow cooking takes place with no deep fat frying, and staff are fire trained and stewards monitor the kiosks during activities</b></p> <p><b>The staff are fire trained and the kiosk is monitored by stewards. Fire extinguishers are provided.</b></p>

Appendix 5

	The Merkland Stand kiosk has a pair of manually operated shutter doors which isolate the catering unit.	<b>Only slow cooking takes place with no deep fat frying.</b>
10.2	<u>Basic Design Principles</u> We are aware of reservoir area within the timber structure of the Main Stand.	<b>At the specific narrowing of an exit route it must be preceded by an open space or reservoir area of the appropriate holding capacity otherwise this will be deemed to be a deviation. However the reservoir areas identified in the Main Stand are stewarded as the crowd exit for a steady smooth exit minimising delays. A steward to be placed at bottom of stairs to prevent any person going back up against the crowd flow.</b>
10.8	<u>Design and Management of Exit Systems</u> Persons queuing at the recess catering outlet in the Main Stand and Richard Donald obstruct free passage flow	<b>The recessed catering outlets in the Main Stand are monitored by stewards and stand representatives during an event, the introduction of physical barriers would impede the flow to the clearly marked exits. Signage at painted floor areas is to be implemented to encourage and educate persons to queue across the kiosk and not perpendicular to same.</b>
10.16	<u>Exit Doors and Gates</u>	<b>Exit Gate 5 in the Main Stand is of the sliding type and is staffed by a Steward at all times during an event. The Steward is authorised to open the gate at his discretion and without further instructions and is in radio contact with the Control Room should he request to be relieved at any time.</b>
10.17	<u>Electronic Security Systems</u> Gate 6, Main Stand has an electronic security operating system, and management have arranged for trained stewards to be positioned there, in compliance with para b).	<b>This gate is staffed by a Steward at all times during an event. The gate is capable of being de energized by the Steward. It is also connected to the Fire Alarm and is automatically de-energised when the Fire Alarm is actuated. The steward is authorized to open the gate at his discretion and without further instruction. The Steward is in radio contact with the Control Room should he request to be relieved at any time</b>
<del>12.8</del>	<del><u>Provision of Cover</u> There are seating areas to the East and West of the South Stand (Sections P&amp;Y) which are outwith the coverage of the existing stand canopy roof. Management recognise this deviation and have adopted stewarding strategies to control</del>	<del><b>Management recognise this deviation and have adopted stewarding strategies to control migration and avoid overcrowding within the</b></del>

Appendix 5

	<del>migration and avoid overcrowding within the covered areas.</del>	<del>covered area tickets sold for this area are clearly marked "Uncovered Seats"</del> <del>It is acknowledged that there is no opportunity for migration by disabled spectators. The persons occupying these areas are aware of this and dress accordingly.</del>
12.9	<u>Gangways in Seated Areas - General</u> Pittodrie Stadium is an existing situation and compliance with 12.9 paras a) b) and c) cannot be fully achieved particularly in the Main Stand.	Management have mitigated against this by appropriate stewarding at particular problem areas During evacuation exercises the egress time have been unaffected
12.11	<u>Radial Gangways in Seated Areas</u> Pittodrie Stadium is an existing situation and compliance with 12.11 a) and b) cannot be achieved in the Main, Merkland and South Stands.	Management have mitigated against this by stewarding of the gangways and by painting contrasting coloured nosings to the steps to highlight them.
12.16	<u>Number of Seats in a Row</u> There are seating rows within the Main Stand which do not comply with this clause.	Aberdeen Football Club is aware of this and monitor the situation. Spectators are familiar with the situation and they self - police this by choosing which way to exit. Stewards in attendance will control the flow of spectators. During evacuation exercises there has been no hold up and the egress time was unaffected
15.11	<u>Restriction of Fire Growth and Spread</u> The Richard Donald Stand, being relatively modern complies within the Guide in respect of Restricting Fire Growth and Spread.  The Main and South Stands catering facilities have manual shutters which are removed prior to the kiosks opening.  The Main Stand is protected by smoke alarms. Fire extinguishers are available.	Whilst having no spectator useable accommodation under the south and Merkland Stands, there are catering facilities which open onto the spectator areas and these are protected and isolated by 30 minute fire resisting shutters. The Main Stand is the least compliant. AFC in consultation with Building Control, and Scottish Fire and Rescue Service has endeavoured to mitigate this by the provision of 1 hour Fire resistant doors within the concourse areas. The Richard Donald and Main Stands are fully fitted with smoke/fire detection and alarm systems  Only slow cooking takes place with no deep fat frying, and staff are fire trained and stewards monitor the kiosks during activities  The staff are fire trained and the kiosk is monitored by stewards. Fire extinguishers are provided. Only slow cooking takes place

Appendix 5

	The Merkland Stand kiosk has a pair of manually operated shutter doors which isolate the catering unit.	with no deep fat frying.
15.12	<u>Fire Resistance in Existing Construction</u> Pittodrie Stadium is an existing situation, and the Main Stand presents particular problems	Management have recognised this and have carried out significant upgrading of the fire resistance elements of construction, particularly the fire lining of the underside of the upper tier of spectator accommodation, from within the first floor concourse. The deficiencies in the Main Stand are recognised and taken account of by <b>BMJ Architects</b> in the computation of the relevant 'P' factor. Management continually assess the fire resistance characteristics exit routes etc and the physical condition of the Main Stand, and do so in consultation with the Police and Fire Services
16.6 (f)	<u>Location of Control Point</u> Pittodrie Stadium is an existing situation and the control room has been located adjacent to the Main Stand.	This location was agreed by both Club and Emergency Services. The requirements of clause 16.6 have been met as far as practical on site. Police are content with the site.
19.0	<u>Media Provision</u>	Management will ensure that the non-combustibility of the gantry to the Richard Donald Stand has been provided in compliance with Building Standards Scotland Regulations Management will ensure that site specific risk assessment method statements and design calculations are provided by Media companies for all their temporary & permanent installations at Pittodrie Stadium Temporary scaffolding will be designed and erected in accordance with the recommendations of the Institute of Structural Engineers.

This page and the five preceding pages form Appendix 5 referred to in the foregoing Safety Certificate

Signed: \_\_\_\_\_

Witness: \_\_\_\_\_

Date \_\_\_\_\_



## DONALD COUTTS

### ARCHITECTURAL & PROJECT MANAGEMENT CONSULTANCY LTD

Attention of Paul Hendry  
Aberdeen Football Club  
Pittodrie Street  
Aberdeen

10/05/2016

Dear Paul

Aberdeen Football Club  
Safety Certificate for Pittodrie Stadium, Aberdeen  
Final Capacity Computation

Having carried out an observational survey of the spectator stands and facilities, ( which was reported to you on 2<sup>ND</sup> February 2015 ), I consider that there has been a modest but progressive deterioration of some elements of the Stadium building fabric. I am particularly aware that the South Stand is showing signs of progressive settlement, and this must be monitored by the Consulting Structural Engineers engaged by the Club. However, due to Aberdeen Football Club's pro-active maintenance programmes, I do not consider that the deterioration warrants a reduction in the 'P' factors at this point in time.

The Final Capacity of each Stand , and the entire Stadium, will therefore still be as follows;

#### 01. Richard Donald Stand.

The number of actual seats as confirmed by Aberdeen Football Club is 6220. This figure comprises 6100 seats in the open terracing which includes 20 disabled person seats in addition to 120 seats within the hospitality boxes.

There being no seriously restricted view seats , the number of useable seats is also 6220.

The P +S factors for this Stand both currently are at 1.0, as per letter of 20<sup>th</sup> May 2013.

The Holding Capacity is therefore 6220 x 1.0 equating to 6220.

#### 02. South Stand

I am advised by Aberdeen Football Club that the ticketing/seating allocation for visiting supporters, is to be reduced for the forthcoming Season, with a consequent increase in the home support seating. A Building Warrant application is currently being considered for the relocation of the segregation barriers between sections R and S , which will facilitate this new seating arrangement.

The number of actual seats as confirmed by Aberdeen Football Club will now be 8155

Number of seriously restricted seats due to disabled section canopy is 84

The number of useable seats is therefore 8071.

The P+S factors for this Stand currently are 0.965 and 1.0 respectively, as per letter of 20<sup>th</sup> May 2013.

The Holding Capacity is therefore  $8170 \times 0.965$  equating to 7789.

03. Merkland Road Stand.

The number of actual seats as confirmed by Aberdeen Football Club is 3538.

The number of seriously restricted view seats has been assessed on site as 95.

The number of useable seats is therefore 3443.

The P+S factors for this Stand currently are 0.98 and 1.0 respectively, as per letter of 20<sup>th</sup> May 2013.

The Holding Capacity is therefore  $3443 \times 0.98$  equating to 3374.

04. Main Stand.

The number of actual seats as confirmed by Aberdeen Football Club is 3901.

The number of seriously restricted view seats has been assessed on site as 43.

The number of useable seats is therefore 3858.

The P+S factors for this Stand currently are 0.903 and 1.0 respectively, as per letter of 20<sup>th</sup> May 2013.

The Holding Capacity is therefore  $3858 \times 0.903$  equating to 3483.

The Stadium Holding Capacity and Final Capacity based upon current P+S factors is therefore ;

Richard Donald Stand - 6220

South Stand - 7789

Merkland Road Stand - 3374

Main Stand - 3483

Stadium - 20866

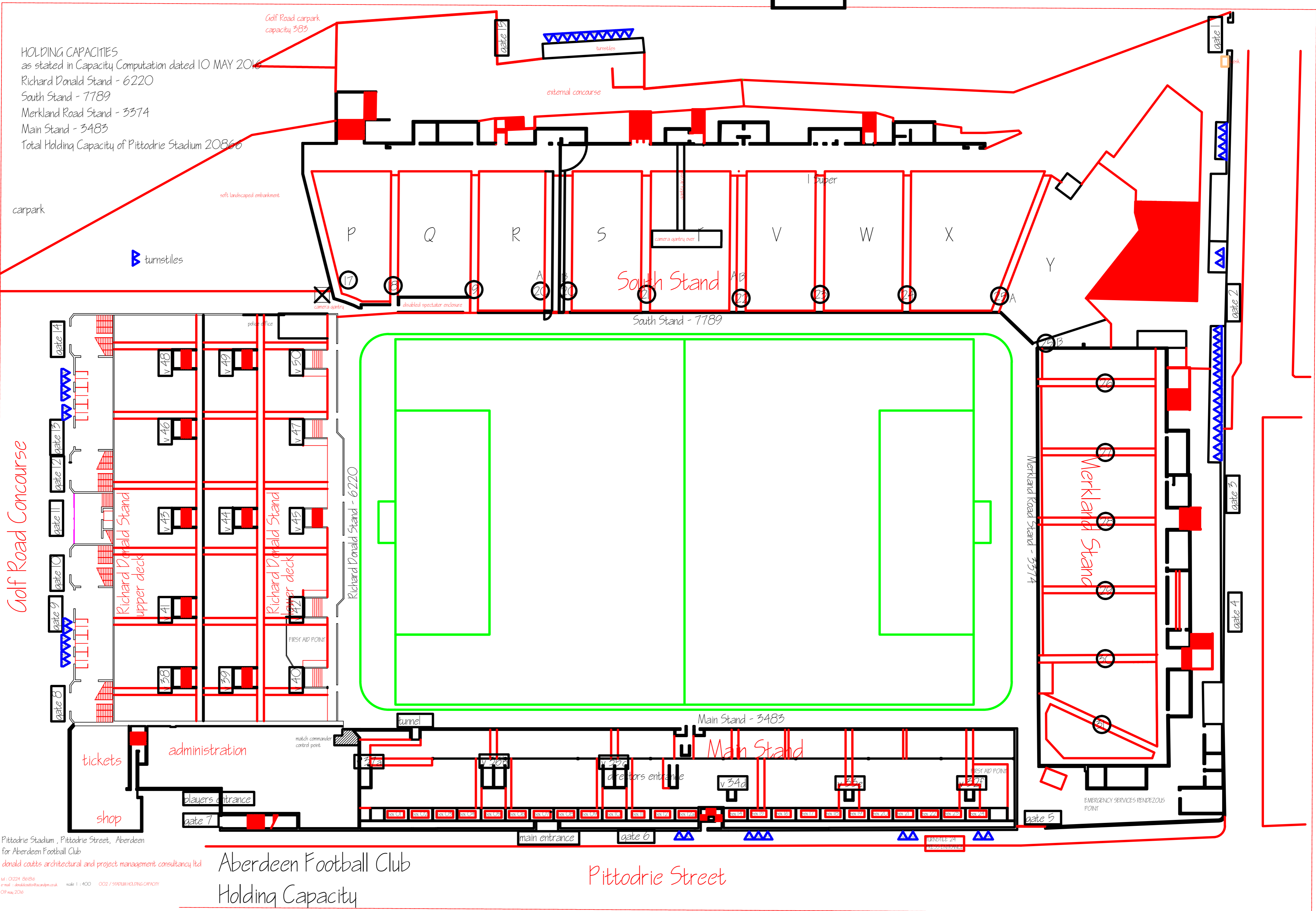
I trust this re-assessment and computation will now be conveyed to Aberdeen City Council.

Yours Faithfully



Donald Coutts . Registered Architect

HOLDING CAPACITIES  
 as stated in Capacity Computation dated 10 MAY 2016  
 Richard Donald Stand - 6220  
 South Stand - 7789  
 Merkland Road Stand - 3374  
 Main Stand - 3483  
 Total Holding Capacity of Pittodrie Stadium 20866



Pittodrie Stadium, Pittodrie Street, Aberdeen  
 for Aberdeen Football Club  
 donald cutts architectural and project management consultancy ltd

Aberdeen Football Club  
 Holding Capacity

Pittodrie Street

Pittodrie Street carpark, capacity 420

tel: 01224 861816  
 e-mail: dcutts@cutts.com  
 scale 1:400  
 002 / STADIUM HOLDING CAPACITY  
 09 MAY 2016