



EAST FIFE F.C. OPERATIONS PLAN

Prepared by: John Donaldson

Date: September 2011



East Fife F.C. – Operations Plan

Name and Address of Premises: Bayview Stadium, Harbour View, Methil, KY8 3RW

Premises Use: Football

Stadium Telephone Number: 01333 426323

Owners of the premises: East Fife Football Club

Company Secretary: Douglas Briggs

General Description of Premises: Football Stadium with dressing rooms, first aid room, physiotherapy rooms and associated offices.

Number of Floors: 2. There is lift access to the second floor.

Number of Staircases: 2

- Number of accommodation staircases: 2
- Number of escape staircases (protected): 0

Number of Conference/Function Rooms: 1

Number of Executive Boxes: 2

Number of Bars: 2

Staffing levels and capacities: There is one full time employee, the Office Manager. In addition, there are 6-8 volunteer staff working Monday, Wednesday & Friday mornings.

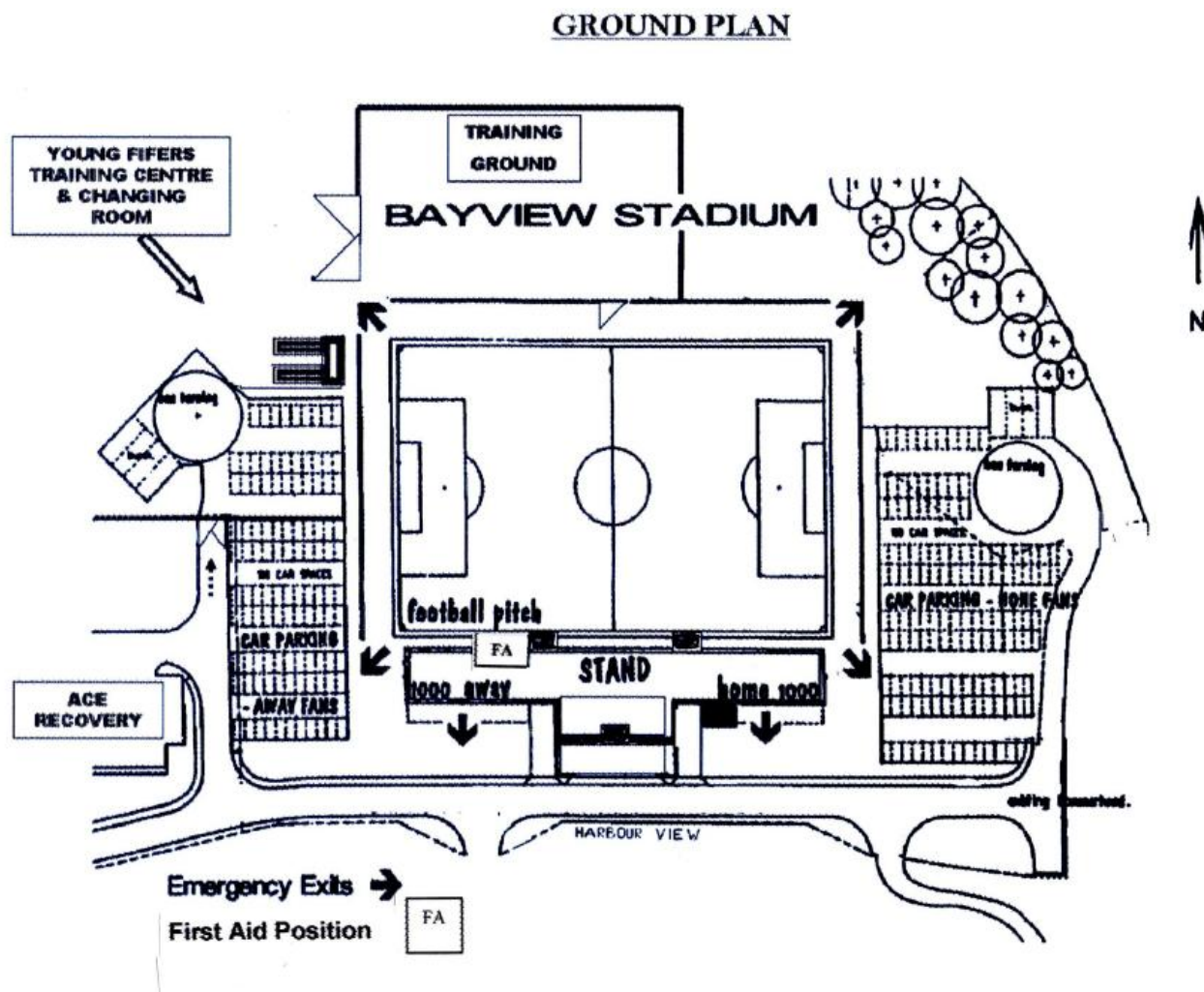
On matchdays there are likely to be 2 / 3 bar staff working, one chef and 2 / 3 waitresses depending on the level of Hospitality. There will also be a Deputy Safety Officer / CCTV operator within the control room. There is usually one physiotherapist working during match days as well as at least 4 first aiders and the club doctor.

Throughout the week, the Safety Officer and various directors are likely to be in attendance at various times.



East Fife F.C. – Operations Plan

Ground Plan





EAST FIFE F.C. SPECTATOR SAFETY POLICY



East Fife F.C. – Spectator Safety Policy

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East Fife F.C. – Spectator Safety Policy

SECTION A - GENERAL POLICY

The Board of Directors of East Fife Football Club (“the Club”) bears ultimate responsibility for the safe operation of MGM Timber Bayview Stadium.

This policy was originally adopted on 15 October 2001 and was last reviewed and re-issued on 31 May 2026.

The Club is committed to ensuring, so far as is reasonably practicable, that all events held at Bayview Stadium are organised and managed in a manner that safeguards the safety and wellbeing of all spectators, staff, volunteers, contractors and visitors.

The Club, through the Stadium Controller, Match Safety Officer, staff and stewards, will ensure that appropriate systems and procedures exist for:

- The safe admission of spectators
- The safe accommodation of spectators within the stadium
- The safe exit and dispersal of spectators following events

The Club will maintain a process of risk assessment in accordance with the Management of Health and Safety at Work Regulations 1999 and will review this policy in light of identified risks, operational changes, and relevant guidance.



East Fife F.C. – Spectator Safety Policy

SECTION B - ALLOCATION OF RESPONSIBILITY WITHIN THE CLUB

Overall Safety Responsibility

John Donaldson – Safety Officer

Day-to-Day Safety Responsibility

Thomas Brown – Stadium Controller

Matchday Safety Responsibility

John Donaldson – Match Safety Officer

Deputy Matchday Safety Responsibility

Andy McGonigal – Deputy Safety Officer

Communication and Monitoring of the Policy

All staff will be advised of the Club's commitment to spectator safety through the General Safety Statement required under the Health and Safety at Work etc. Act 1974.

Stewards and individuals engaged in matchday operations will receive detailed guidance relevant to their specific duties and responsibilities.

The Board of Directors will receive regular reports regarding:

- The implementation of this policy
- Operational safety arrangements
- Significant incidents or concerns
- Recommendations for improvement

Safety Policy Review

The Club recognises that this Safety Policy is a dynamic document and will review it periodically to ensure continued effectiveness.

The policy will be reviewed:

- At least every three years
- Following significant operational or structural changes
- Following any major accident, incident, or near miss involving spectators
- Following changes in legislation or guidance

Where necessary, investigations will be undertaken and findings incorporated into revised safety arrangements.



East Fife F.C. – Spectator Safety Policy

SECTION C – SAFETY OBJECTIVES

Organisation and Structure for Implementing Safety

The Chairman has delegated responsibility to the Stadium Controller to ensure compliance with:

- This Safety Policy
- The terms of the General Safety Certificate issued by Fife Council
- Relevant safety legislation and guidance

The Stadium Controller will liaise with:

- Fife Council Building Standards
- Police Scotland
- Scottish Fire and Rescue Service
- Scottish Ambulance Service
- St Andrews First Aid
- Other relevant agencies

The Stadium Controller or Match Safety Officer will attend all specified events, and direct staff and stewards engaged in stadium safety operations.

The Club management structure is detailed in **Appendix 1**.

Monitoring of the Policy

The Stadium Controller, Match Safety Officer, staff and stewards are responsible for monitoring the implementation and effectiveness of this policy.

Any deficiencies or concerns identified must be reported to the Board of Directors.

An annual report on the operation of the policy will be presented to the Board.

Crowd Management

The Club will work in partnership with Police Scotland regarding:

- Admission arrangements
- Crowd control measures
- Segregation arrangements where necessary
- Emergency access and egress procedures

The Club will maintain CCTV systems and deploy appropriately trained stewards to ensure orderly entry and safe spectator management.



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Stewards may refuse entry to individuals:

- Under the influence of alcohol or drugs
- Carrying prohibited items
- Behaving in a threatening or disorderly manner

Stadium Inspections and Pre-Event Checks

Before each specified event, the Match Safety Officer or Stadium Controller will undertake inspections including:

- General inspection of the stadium structure and seating
- Inspection of gangways, stairways and exits
- Inspection of barriers, balustrades and safety systems
- Testing of emergency exits and gates
- Inspection of turnstiles and entry systems

Additional checks may be carried out in accordance with the pre-match checklist.

Annual Safety Inspections

The following inspections and certifications will be completed annually or at required intervals:

- Crush barriers and handrails
- Structural integrity inspections
- Electrical installations
- Fire alarm systems
- Emergency lighting systems
- Public address systems
- Firefighting equipment
- Boilers and pressure vessels
- Floodlight tower earthing systems

Certificates will be retained in accordance with the General Safety Certificate requirements.

Contractors and Self-Employed Persons

All contractors and self-employed persons working on Club premises must comply with the Club's health and safety requirements.



East Fife F.C. – Spectator Safety Policy

The Stadium Controller will ensure contractors are aware of:

- Emergency procedures
- Stadium safety arrangements
- Relevant operational restrictions during events

Communication

With the Public

Safety information may be communicated through:

- Matchday programmes
- Public announcements
- Signage
- Steward instructions

Supporters are encouraged to co-operate with safety arrangements and steward instructions at all times.

With Staff and Stewards

The Club will ensure that all staff and stewards:

- Receive appropriate safety training
- Understand their responsibilities
- Are briefed before and debriefed after events

Regular meetings may be held to discuss operational safety matters.

With External Agencies

The Club will maintain regular communication with:

- Fife Council
- Police Scotland
- Scottish Fire and Rescue Service
- Scottish Ambulance Service
- St Andrews First Aid
- Supporter representatives where appropriate

Fire Precautions

The stadium is equipped with automatic fire detection systems and appropriate firefighting equipment.



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The fire detection system includes:

- Smoke detectors
- Heat detectors
- Manual call points

The system will be maintained and tested in accordance with manufacturer guidance and legal requirements.

All staff will receive appropriate fire safety instruction and training.

First Aid and Medical Provision

The Club maintains a fully equipped First Aid Room in accordance with the General Safety Certificate.

The facility is located beneath the away section of the stand.

The Club will liaise with St Andrews First Aid before each event to ensure suitable first aid provision is in place.

Club Contingency Plan

The Club maintains a Contingency Plan covering:

- Emergency evacuation
- Crowd incidents
- Severe weather
- Structural failure
- Fire and medical emergencies

Controlled copies of the plan are provided to relevant personnel and emergency services.

The plan will be reviewed regularly and tested through exercises where appropriate.

Maintenance of Records

The Stadium Controller will ensure that records are maintained for a minimum of six years, including:

- Spectator attendance records
- Accident and incident records
- First aid and medical treatment records
- Steward deployment records
- Pre-event inspection records
- Fire safety inspection records
- Maintenance and defect records



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- Legionella control records

The following certificates will also be retained:

- Firefighting equipment inspections
- Public address system inspections
- Fire alarm and detection inspections
- Structural safety certificates
- Crush barrier testing certificates
- Electrical installation certificates

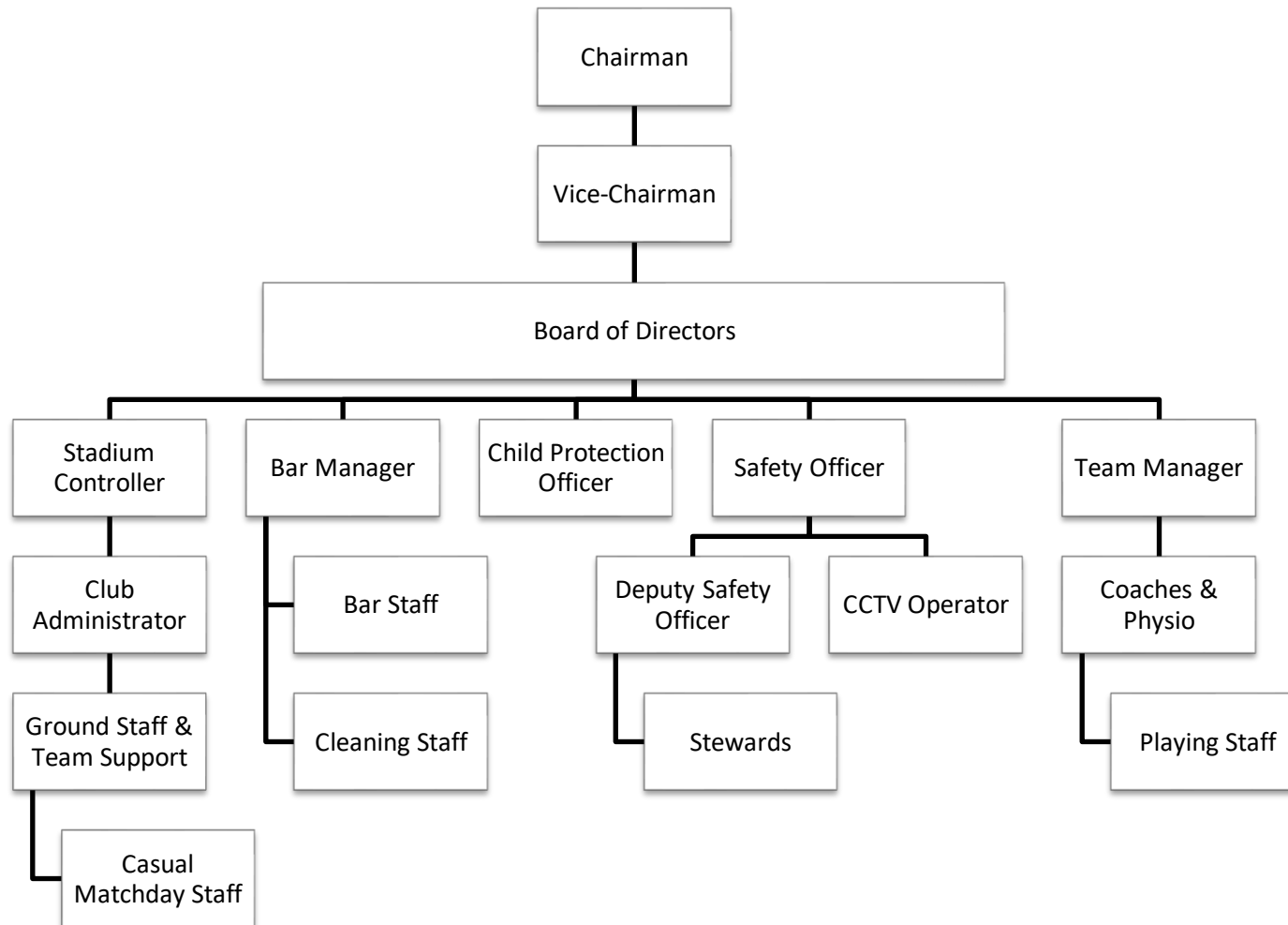
REVISION HISTORY

Revision	Reviewed By	Changes
February 2025	J Donaldson	First issue
May 2026	L Anderson	Re-wording and clarifications throughout Key safety staff updated



East Fife F.C. – Spectator Safety Policy

APPENDIX A – EAST FIFE FC ORGANISATIONAL CHART





East Fife F.C. – Spectator Safety Policy

APPENDIX B – STEWARDS CODE OF PRACTICE

Introduction

The primary duty of all stewards is to ensure the safety and wellbeing of spectators, staff, players, officials and fellow stewards at all times.

Stewards are responsible for supporting and enforcing:

- The Club's Safety Policy
- The terms of the General Safety Certificate
- Ground Regulations
- Relevant safety procedures and emergency arrangements

Stewards must conduct themselves professionally and act in a calm, responsible and courteous manner at all times.

Core Stewarding Duties

The following duties form the basis of stewarding responsibilities at East Fife Football Club.

Stewards must:

1. Understand their responsibilities towards the health, safety and wellbeing of spectators, children and vulnerable persons, disabled supporters, staff and fellow stewards and themselves
 2. Carry out all assigned pre-event safety inspections and checks.
 3. Assist in controlling and directing spectators entering and leaving the stadium to maintain safe and orderly movement.
 4. Assist in the safe operation of the stadium and remain focused on safety duties rather than the sporting event itself.
 5. Staff entrances, exits, segregation points, perimeter gates and other designated safety positions as directed.
 6. Monitor crowd conditions and identify risks relating to overcrowding, disorder or unsafe behaviour.
 7. Assist emergency services and safety personnel when required.
 8. Provide basic emergency first aid where appropriately trained and authorised.
 9. Respond appropriately to emergencies by raising the alarm, reporting incidents immediately and taking immediate action where safe and appropriate
 10. Undertake any additional emergency duties as directed by the Safety Officer, Supervisor or emergency services.
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East Fife F.C. – Spectator Safety Policy

Emergency Procedures

Each steward must:

- Be fully familiar with the Club's emergency and evacuation procedures.
- Understand coded messages and emergency communication procedures.
- Know their designated emergency role and deployment position.
- Know the location of all available emergency exits and evacuation routes.
- Assist and direct spectators calmly to safe exit routes where necessary.
- Know the location of:
 - First aid facilities
 - Emergency telephones
 - Firefighting equipment
 - Control room facilities

Stewards must only use firefighting equipment if trained and where it is safe to do so.

Dress Code and Appearance

Stewards must present a professional appearance at all times.

Stewards must:

- Wear the distinctive steward jacket or high-visibility clothing provided by the Club.
- Comply with the steward dress code:
 - White shirt
 - Dark trousers
 - Dark shoes

The following are not permitted unless specifically authorised by the Club:

- Jeans
 - Trainers
 - Football scarves
 - Football hats or club colours
-

Deployment Procedures

Stewards are expected to report for duty 2 hours prior to the scheduled kick off time.

Following pre-match briefings, stewards must inspect their allocated area and report any damage, defects, safety concerns or obstructions.

Stewards must comply promptly with instructions issued by the Safety Officer, Supervisor, Police Scotland, emergency services personnel.



East Fife F.C. – Spectator Safety Policy

Steward Conduct Standards

Stewards are expected to maintain the highest standards of behaviour and professionalism.

Stewards must:

- Remain vigilant and attentive at all times.
- Observe crowd behaviour continuously.
- Treat spectators politely, fairly and respectfully.
- Recognise that spectators are customers of the Club and should receive a welcoming and professional service.

Stewards must not:

- Eat, drink or smoke in public view whilst on duty.
- Consume alcohol before or during duty.
- Engage in behaviour which may provoke or incite spectators.
- Celebrate goals or interact with players in a partisan manner.
- Leave their allocated position without permission.
- Make statements to the media or public regarding incidents or Club operations.
- Use mobile phones except where authorised for operational purposes.

Conflict Management and Ejections

Where issues arise, stewards should:

- Attempt to resolve situations calmly and professionally.
- Seek assistance from a Supervisor where necessary.
- Never ignore incidents or safety concerns.

If a spectator requires removal from the stadium:

- Only reasonable and proportionate force may be used.
- Non-badged stewards must not physically engage with spectators and should request assistance from appropriately trained personnel.

Crowd Safety Responsibilities

Stewards must:

- Prevent unauthorised entry onto the field of play.
- Prevent access to restricted areas.
- Identify individuals involved in:
 - Violent conduct
 - Threatening behaviour
 - Foul, abusive or discriminatory language



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- Throwing objects or missiles
- Breaches of Ground Regulations

Stewards should not pursue individuals onto the field of play unless specifically authorised.

Incident Reporting

All significant incidents must be reported immediately to the Stadium Control Room via:

- Personal radio
- Emergency telephone
- Supervisor

Reports should include:

- Nature of the incident
- Exact location
- Immediate risks or injuries

At the conclusion of each event, stewards must report incidents including:

- Ejections
 - Arrests
 - Crowd disorder
 - Offensive behaviour
 - Safety concerns
 - Accidents or medical incidents
 - Damage to property
 - Use of firefighting equipment
 - Organisational or operational issues
-

Continuous Review

The standards and procedures contained within this Code of Practice are not exhaustive and will be subject to ongoing review and amendment based on:

- Operational experience
- Lessons learned
- Changes in legislation or guidance
- Recommendations from emergency services or governing bodies



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APPENDIX C – SPECTATOR SAFETY POLICY FOR DISTRIBUTION

1. East Fife Football Club.
2. Police Scotland.
3. Scottish Fire & Rescue Service.
4. St Andrews Ambulance Service.
5. Fife Council.



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APPENDIX D – P & S FACTOR CALCULATIONS FOR BAYVIEW STADIUM

Based on the information set out below, East Fife Football Club is satisfied that the final certified capacity of Bayview Stadium can remain at **2,000 spectators**.

The holding capacity of the stand is **2,000**, and both the P Factor and S Factor are assessed as **1.0**.

Calculation:

Holding Capacity 2,000 × P/S Factor 1.0 = Final Capacity 2,000

The following information supports this assessment, with reference to the relevant guidance contained within the *Guide to Safety at Sports Grounds* (“Green Guide”).

Safety Management

The Club has an established Spectator Safety Policy and Contingency Plan, both of which are reviewed and updated regularly.

The Safety Officer and Deputy Safety Officer both hold a Level 4 Diploma in Crowd Safety Management and attend refresher training at venues throughout Scotland.

The Safety Officer has significant professional experience in safety management, including approximately 20 years as a Safety Adviser, together with NEBOSH qualifications and previous IOSH membership.

The Deputy Safety Officer has acted in the role on a number of occasions and is fully capable of assuming responsibility when required.

The Club maintains close liaison with Police Scotland, supported by a signed statement of intent between the Club and the police.

Stewarding

Stewarding is provided by a local company familiar with the stadium.

For standard fixtures, the Club deploys:

- 8 stewards
- 1 chief steward

For higher-profile fixtures, stewarding numbers are increased depending on the fixture and expected attendance.

Stewards are generally badged, trained, familiar with their duties, and wear high-visibility clothing. They are issued with radios and remain in contact with the control room throughout the event.

All stewards are briefed before each match and debriefed afterwards. A steward handbook has also been issued.



East Fife F.C. – Spectator Safety Policy

Stadium Condition and Facilities

Bayview Stadium is approximately 28 years old and remains in good condition.

The stadium includes:

- A roofed seated stand
- Floodlighting for evening events
- Fire alarm system within the stand accommodation area
- Two public address systems
- CCTV coverage
- Unrestricted spectator views

All seats were replaced approximately 18 years ago with galvanised frames and remain in good condition.

The stand is cleaned after each fixture. Pre-match checks are carried out and recorded before each match, with further post-match checks also completed.

Annual structural inspections are carried out by a structural engineer.

Entry Capacity

Each turnstile can admit approximately 960 persons per hour.

The stadium has 8 turnstiles, including provision for:

- Home supporters
- Away supporters
- Concessions
- Season ticket holders

Given the certified capacity of 2,000, not all turnstiles are required to operate at full throughput.

Internal access is good, signage is clear, and stewards are positioned before kick-off to monitor and report any crowd build-up.

CCTV cameras are used to monitor spectator flow at both ends of the stadium.

Exit and Emergency Egress

The stadium has:

- 8 exit gates, each measuring 1.95m when fully open
- 4 emergency exits, each measuring 3.75m when fully open
- 2 vomitories measuring 2.95m
- End-of-stand exit points measuring 3m
- 10 stairways, each 1.3m wide
- 10 pitch-access emergency gates, each 1.3m wide



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- Additional concourse gates measuring 2.2m

Exit gates are clearly signposted and illuminated during evening fixtures. Emergency lighting is provided for use in the event of power failure.

Observed flow rates include:

- 106 spectators per minute through one home-side exit gate
- 80 spectators per minute down one stairway

All gates are unlocked before fixtures and secured in a manner that allows prompt opening when required.

Emergency Arrangements

The Club has an evacuation plan covering both normal and emergency evacuation routes.

Stewards are familiar with evacuation arrangements and remain in radio contact with the control room throughout the event.

As part of the referee briefing, the Club explains:

- Procedures for abandonment using normal exits
- Emergency evacuation onto the pitch
- Movement from the pitch to the training area in the event of fire or structural failure

The Club is satisfied that the stadium can be evacuated within acceptable times.

Spectator Profile

The spectator profile is mainly adult, with smaller numbers of children and elderly spectators.

The stadium normally accommodates a limited number of wheelchair users and several regular ambulant disabled spectators. These individuals are known to stewards and are seated close to suitable exit routes, including the players' tunnel area.

Conclusion

Taking account of:

- The condition of the stadium structure and seating
- The quality of stewarding and safety management
- Available entry and exit capacity
- Emergency evacuation arrangements
- Spectator profile
- Ongoing inspections and maintenance

East Fife Football Club considers both the P Factor and S Factor to be **1.0** and the final safe capacity of Bayview Stadium is therefore assessed as: **2,000 spectators**.



EAST FIFE F.C. STEWARDS HANDBOOK



East Fife F.C. – Stewards Handbook

Chairman's Foreword



The Chairman and Directors of East Fife Football Club are committed to providing a safe, secure and welcoming environment where the safety and wellbeing of everyone attending Bayview Stadium is our highest priority.

Stewards play a vital role in achieving this commitment. Their professionalism, vigilance and positive engagement with supporters help ensure that every fixture and event is delivered safely and efficiently.

This Steward's Handbook provides the standards, guidance and procedures expected of all stewards working on behalf of the Club. It should be used as a practical reference before, during and after every event, ensuring a consistent, professional and safety-focused approach to spectator management.

By working together and following the guidance contained within this handbook, we can continue to provide a safe, enjoyable and welcoming experience for everyone attending East Fife Football Club.

Liam Anderson, Chairman

June 2026



East Fife F.C. – Stewards Handbook

Introduction

The Safety Management System in place at Bayview Stadium is in keeping with the expectations of the Safety of Sports Grounds Act 1975 and the guidance issued by the Department for Culture, Media and Sport in their Green Guide (version 5). Guidance has evolved over years, primarily to address shortcomings in safety management systems identified after inquiries into fatalities at Sports Grounds, more recently Valley Parade in 1985 and Hillsborough in 1989.

A common theme running through all such events has been complacency, in some form or another, of the safety management system in place at the time.

Acknowledging that, this handbook is intended to reinforce East Fife Football Club's commitment to providing a safe and secure environment for spectators and secure continuous improvement in the provision of stewarding services.

The Stadium

East Fife Football Club occupies Bayview Stadium, Harbour View, Methil. The stadium was built in 1999 and opened by Henry McLeish.

The stand is primarily concrete / steel construction and comprises 8 turnstiles, 2 disabled access gates and 4 emergency exit gates services include 2 fast food outlets and toilet facilities (including 4 x toilets for use by visitors with a disability). There are no smoking areas within the stadium.

In addition, under the stand there is office accommodation a boardroom, the manager's office, home and away dressing rooms, a first aid room and a physiotherapists room.

This Stand has two tiers of accommodation with management, administrative support and player's facilities (as mentioned above) on the ground floor and the control room, kitchen, spectator and hospitality facilities above. Access to the main building is afforded at the south of the stadium in the centre (beside a portacabin which serves as the club shop).

The Stadiums' capacity, as agreed with Fife Council's Safety Advisory Group is: 1998 (Including 20 wheelchair spaces).

Stadium Access Points

Vehicular Access/Egress

Access only - South Street, Methil on to Harbour View.

Egress only - Harbour View on to South Street, Methil.

Pedestrian Access to Stadium

South Street, Methil on to Harbour View.

Disabled parking is available in both the home and away car parks at the nearest point to the stadium.



East Fife F.C. – Stewards Handbook

Key Positions

Forward Control Post (FCP)

Depending on the circumstances, the Forward Control Post will be either the first Emergency Services vehicle on scene, identified by the only illuminated blue light; the Bayview Control Room within Bayview Stadium; or another appropriate location within the stadium.

Rendezvous Point (RVP)

The Rendezvous Point will normally be Harbour View, directly in front of the stadium, or another location nominated according to the circumstances.

Incident Control Post (ICP)

The Incident Control Post will be located within the outer cordon of the Emergency Services command vehicles, or at another nominated location depending on the circumstances.

Marshalling Area

The Marshalling Area will depend on the circumstances and the level of Emergency Services commitment at the location; where appropriate, it will be the public car park at Durie Street, Methil.

Receiving Hospitals

- The Victoria Hospital, Hayfield Road, Kirkcaldy. Tel. No: 01383 623623.
 - Queen Margaret Hospital, Whitefield Road, Dunfermline. Tel. No: 01383 623623.
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East Fife F.C. – Stewards Handbook

East Fife Football Club – Key Personnel



Liam Anderson
Chairman



Donald Walker
Vice-Chairman



Douglas Briggs
Company Secretary



Robert Cargill
Director



Isla Couser
Director / CWPO



Brian Dickson
Director



Laura Anderson
Associate Director



Liz Anderson
Associate Director



Tom Brown
Associate Director



Leona Guidi
Associate Director /
Office Manager



Stephen Mill
Associate Director /
Disability Access
Officer / Inclusion &
Diversity Officer

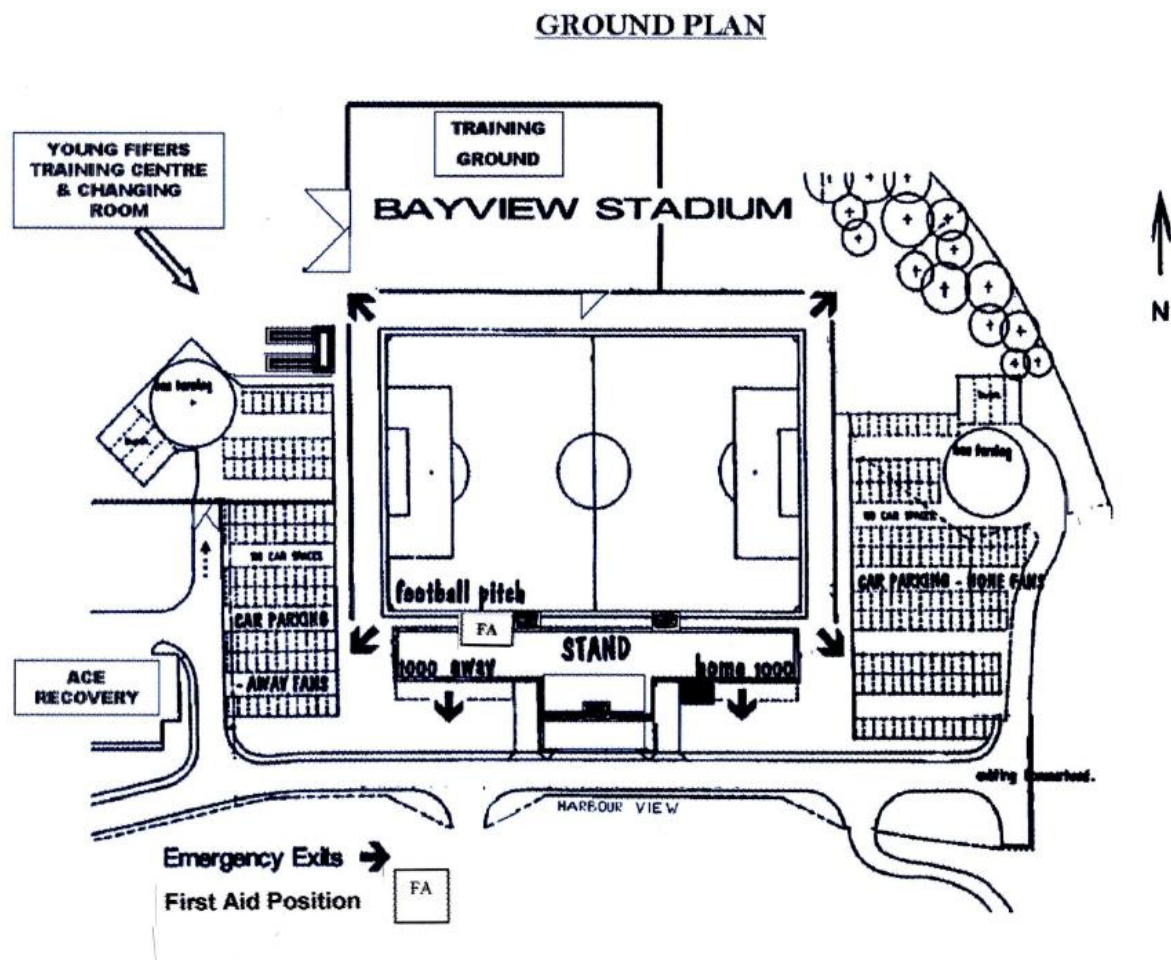


Scott Young
Associate Director



East Fife F.C. – Steward's Handbook

Ground Plan





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Positions of Stewards and Radio Numbers

All radios to be signed in and out. Please report any faults to the control room.

0 – Control Room	Echo 8 – floater
Echo 1 – Chief Steward	Echo 9 – Away end car park
Echo 2 – Away end flood light section	Echo 10 – Home end car park
Echo 3 – Home end flood light section	Echo 11 – Safety Officer
Echo 4 – Away end tunnel	Echo 12 – Office Manager
Echo 5 – Home end tunnel	Echo 13 – First aid station
Echo 6 – Main tunnel	Echo 14 – Police
Echo 7 – Main tunnel	

Radio	Sign Out	Print Name	Sign In	Remarks
Echo 1				
Echo 2				
Echo 3				
Echo 4				
Echo 5				
Echo 6				
Echo 7				
Echo 8				
Echo 9				
Echo 10				
Echo 11				
Echo 12				
Echo 13				
Echo 14				



East Fife F.C. – Steward's Handbook

CROWD NUMBER

Home End

Away End

Time							Total	Time								
Gate								Gate								
1								5								
2								6								
3								7								
4								8								
Total								Total								

Home End Total =

Away End Total =

Total Crowd =



East Fife F.C. – Stewards Handbook

Control Room

The Control Room is positioned within the upper level of the main building to the southeast (access either by the corridor from the main upstairs bar or from the stairs to the southeast of the main officer corridor) giving good vision of the whole stadium.

The technical equipment within the Control Room includes CCTV, and a Public Announcement System. There is a mobile announcement system which is used on match days by the stadium announcer.

There are 4 CCTV cameras situated around the stadium capable of delivering live feeds to the Control Rooms T.V. monitors. This is supported by a video recording capability (also capable of taking still pictures, if necessary).

The Public Announcement Systems in the control room and foyer are stand-alone systems, and both remain live via an emergency power feed during any power failure.

The Control Room also has outside telephone access.

Medical Facilities

The Stadium First Aid Room and spectator medical facilities are located at the away end of the stadium and are accessed via the west vomitory. The Players' First Aid Room is located at the home end and can be accessed via the players' tunnel and east vomitory. Ambulance access is available directly to both rooms if patients need to be transferred to hospital for further assessment or treatment.

A team of four paramedics, supplied by St Andrew's Ambulance Association, is positioned at the away end near the west vomitory, with easy access to the First Aid Room and equipment.

A Crowd Doctor attends each fixture. All medical equipment and facilities are inspected at least 24 hours before the event to ensure compliance with the Green Guide.

Command and Control

Club Management retains overall responsibility for safety at the sports ground. On matchdays, responsibility for spectator safety is delegated to the Club Safety Officer.

Where the crowd exceeds 1,000, the Club Safety Officer may be supported by a Police Match Commander and police resources. At least nine stewards and one steward supervisor are normally on duty. Police attendance is required at some fixtures to maintain public order and prevent offences; they are not present to enforce ground rules or provide the first response to stewarding matters.

In the event of a major incident or significant crowd disorder, command responsibility will transfer to the Match Commander.



East Fife F.C. – Stewards Handbook

On event days, command and control will operate from the Control Room. The Safety Officer, CCTV Operator/Deputy Safety Officer or Match Commander will direct responses to any identified risks. To support effective decision-making, timely and accurate information and intelligence must be passed to the Control Room.

Familiarisation and Training

Before working on matchdays, all stewards providing services at East Fife Football Club must attend a familiarisation visit and receive instruction from Safety Management staff. This will cover the Club's safety management system, contingency plan, safety certificate requirements and ground regulations.

Stewards must also provide evidence of their accreditation, or, where accreditation is in progress, details of relevant courses attended and training completed.

Stewards will be expected to attend exercises and training events at the Club and records will be maintained in that regard. All stewards must attend at least one of those events in any football season.

General Requirements

The way stewards present themselves to the public reflects their professionalism, the Stewarding Company and East Fife Football Club.

A positive first impression helps reassure visitors that those responsible for their safety and security are competent and professional.

For this reason, personal cleanliness, uniform standards, demeanour and conduct must be maintained to the highest standard.

1. Stewards must deal with members of the public politely and courteously at all times.
2. Foul or abusive language, or aggressive behaviour by stewards, will not be tolerated.
3. Stewards must not report for duty after consuming alcohol or illegal substances.
4. Uniform must consist of a high-visibility jacket suitable for the weather, a clean and pressed white shirt, protective tie, pressed black trousers, polished black shoes and black socks. Dress standards must be consistent across the stewarding team.
5. Stewards must not wear clothing that could appear partisan or cause offence.
6. Stewards must not celebrate or react excessively to the event.
7. Stewards must not smoke, eat or drink while on duty unless authorised by a supervisor and positioned out of public view.

Anyone who fails to meet the Club's code of conduct may be relieved of their duties and subject to disciplinary proceedings.



East Fife F.C. – Stewards Handbook

Roles and Responsibilities

Head Steward

The Head Steward is a member of the safety management team at Bayview Stadium and plays an important role in helping provide a safe and secure environment for everyone attending events. Their responsibilities include:

- Attending pre-event planning meetings and briefing sessions.
- Supporting the training and development of stewards.
- Maintaining the Stewards' Handbook.
- Supervising stewarding resources before, during and after events.
- Ensuring all stadium searches are completed and relevant returns are submitted to the Safety Officer.
- Ensuring compliance with the General Safety Certificate and Ground Regulations.
- Monitoring stewards during events.
- Participating in exercises and training events.
- Following the instructions of the Safety Officer and, where applicable, the Match Commander.

Event Steward

The basic duties of stewards are summarised below:

- Understand their responsibilities within the safety management system.
- Follow the Club's code of conduct.
- Report for duty on time, attend the formal briefing and confirm they understand their duties before deployment.
- Carry out safety checks and enforce the Ground Regulations.
- Control or direct spectators entering or leaving the ground to support safe and steady movement to and from viewing areas.
- Support the safe operation of the ground and remain focused on stewarding duties rather than watching the event.
- Staff entrances, exits and other locations identified in the stewarding plan.
- Keep stairways and exits clear at all times.
- Identify safety risks and report them to the Control Room without delay.
- Provide emergency first aid where trained and authorised to do so.
- Assist the Emergency Services when required.



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These duties are expanded below into three phases: pre-event, during the event and post-event.

Before and During Event

- On taking up position, introduce yourself to the nearest police officer, if present, and any first aid staff. Spectator safety depends on effective teamwork, and early contact supports a coordinated response in an emergency.
- Familiarise yourself with exit routes, stadium facilities, fire alarm points and firefighting equipment.
- Check your area visually and, where appropriate, physically. Report any damage, defect, debris, suspect package or other safety hazard to the Control Room without delay.
- If assigned to car parking duties, direct drivers to the correct parking area, keep emergency vehicle access clear and report unauthorised or dangerous parking to the Control Room.
- Ensure unauthorised vendors do not operate within the stadium footprint.
- If assigned to turnstile duties, understand admission categories and restrictions, search for prohibited articles and help identify banned spectators or, at all-ticket matches, anyone without a valid ticket.
- Manage spectator queues and provide advice or information where required.
- Engage positively with spectators, offer assistance where appropriate and prevent supporters wearing opposing colours from entering the wrong turnstiles.
- Prevent spectators from climbing onto fencing or other structures.
- If assigned to concourse duties, check before turnstiles open that exit gates open freely and fully from the inside, routes to exits are clear and any locked or blocked exit is reported to the Control Room.
- Support catering staff if unruly behaviour occurs, prevent unauthorised opening of exit gates, monitor smoking areas and keep access and egress routes clear.
- Monitor the crowd for signs of stress, overcrowding, accident, illness, injury, disturbance or other safety risks, and report concerns to the Control Room immediately.
- Provide first aid to anyone in immediate need if trained and confident to do so and notify the Control Room without delay.
- Enforce the Ground Regulations.
- If assigned to trackside duties, prevent unauthorised movement between stands and prevent access to the trackside area or playing surface. If pitch encroachment occurs, remain in position, deter others and await instructions.
- During the game, periodically move up and down the aisles to observe spectator behaviour, help prevent problems and make yourself available to anyone needing assistance.



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- Encourage spectators approaching the trackside gate or wall to return to their seats and ensure photographers do not obstruct supporters' views.
- Understand the communication links with safety staff and the Control Room.
- Record details of any found property, including the item, location and finder, then take it to the General Office.
- Follow emergency instructions promptly when given by a police officer, Steward Supervisor or the Safety Officer.
- Remain at your allocated post unless authorised to leave by a police officer, Steward Supervisor or the Safety Officer.
- If a complaint is made, resolve it where it is within your authority and ability. If further support is needed, notify the Control Room immediately.
- Report to the Safety Officer or Head Steward any near miss, first aid treatment provided or requested, non-routine opening of exit gates, defects, damage, debris, found property, complaints, warnings or ejections.

After Event

The end of a football fixture is a critical period for maintaining safety and order. Stewards must remain vigilant until all spectators have left the stadium area.

- After the fixture, complete a final sweep of the stadium, including toilets, to confirm no members of the public remain. Report any damage, suspect packages or other concerns found during the sweep to the Safety Officer without delay.
 - Secure the stadium once the sweep is complete.
 - Submit all required records to the Safety Officer for inclusion in the event safety records and any necessary follow-up action.
 - Do not leave the stadium until the debrief has taken place and you have been stood down.
 - If assigned to car park duties, supervise vehicles leaving the car parks and follow Control Room instructions. The Control Room can monitor both car parks and nearby road conditions by CCTV.
-



East Fife F.C. – Stewards Handbook

Ground Regulations

Copies of the Ground Regulations are displayed at the turnstiles and are clearly visible and accessible to spectators on entry.

1. Entry to the Ground is subject to these Ground Regulations and the rules and regulations of the SFA, SPFL and any relevant competition authority. Admission constitutes acceptance of those rules and regulations.
2. Anyone entering the Ground may be required to submit to a search to prevent dangerous articles being brought in that could cause injury or damage.
3. For public safety and good order, spectators must follow all instructions issued by police, stewards or authorised Club representatives.
4. All matches are played under the rules of the Scottish Football Association, the SPFL and, where applicable, UEFA or other relevant competition regulations.
5. The Club cannot guarantee that a match will take place on a specific date or at a specific time and may change advertised fixtures without notice or liability.
6. **Admission will not be granted to anyone subject to a current Football Banning Order.**
7. Tickets issued by the Club must not be sold or transferred above face value. If this condition is breached, East Fife F.C. may cancel the ticket and retain the money paid.
8. Club Management reserves the right of admission. Spectators found in the wrong area among opposing supporters may be ejected.
9. If a match is abandoned before half-time, admission vouchers will be issued for the rearranged fixture. If abandonment occurs after half-time, arrangements will be at the Club's reasonable discretion.
10. If an all-ticket match is postponed, the ticket will remain valid for the rearranged fixture, or the spectator may request a refund.
11. All children entering the Ground must pay for admission or hold a valid ticket.
12. Unauthorised persons must not enter the field of play or perimeter track. Failure to comply may result in arrest, removal from the stadium, a stadium ban and/or Football Banning Order procedures.
13. Racist remarks are an offence under the Criminal Law (Consolidation) (Scotland) Act 1995, as amended by the Crime and Disorder Act 1998, and may result in arrest and Football Banning Order procedures.
14. Under the Public Order Act 1986, it is an offence to enter or attempt to enter the Ground with:
 - Any article or substance designed to emit a flare, smoke or visible gas, including distress flares, fog signals, pellets, capsules or similar devices.
 - Any firework.



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15. Under the Criminal Law (Consolidation) (Scotland) Act 1995, it is an offence to enter or attempt to enter the Ground:
 - In possession of a controlled container capable of holding liquid which, if thrown, could cause injury.
 - In possession of alcohol.
 - While drunk.
16. Threatening behaviour and foul or abusive language are strictly prohibited.
17. Racial, sectarian, homophobic or other discriminatory abuse or chanting is unacceptable and may result in arrest and Football Banning Order procedures.
18. Persistent standing is not permitted in seated areas. Anyone who continues to stand after being asked not to may be removed from the stadium and banned.
19. Objects must not be thrown onto the pitch, track or elsewhere within the Ground.
20. Club flags, banners and official national flags are permitted if they do not contain religious, racist or other derogatory messages, obstruct views, create safety risks, or block advertising boards or directional signage. Small flags may be mounted on garden canes under 100 cm long.
21. Unnecessary noise, including radio use, or behaviour likely to cause confusion, annoyance or nuisance is not permitted anywhere in the Ground.
22. Photography, filming, transmission or reproduction of material inside the Ground is prohibited unless carried out by accredited media or with written authorisation from the Club or event organiser and, where required, the relevant football authority.
23. Only persons authorised in writing by the Club may sell newspapers, periodicals or other articles in the Ground. Charitable collections also require the Club's prior written consent.
24. The Club, its agents and police may remove anyone who fails to comply with these Ground Regulations, relevant football rules or competition regulations, or whose presence may reasonably be considered a source of danger, nuisance or annoyance to others.
25. CCTV is in operation and recordings may be used in proceedings.
26. Under the Club's Protocol Agreement with Police Scotland, details of individuals ejected or arrested at East Fife F.C. matches, home or away, may be shared with the Club. After reviewing this information, the Club reserves the right to ban the individual from Bayview Stadium indefinitely.
27. In line with the Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Act 2006, Bayview Stadium is a no-smoking stadium. This applies to all public and staff areas, including seating decks, concourses, toilets, staircases, offices and function suites. Smoking is permitted only in designated areas outside both ends of the main stand. Anyone who fails to comply may be ejected and, where appropriate, issued with a fixed penalty notice by police.



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Search Procedures

It is the role of Stewards to prevent prohibited articles and containers getting into the stadium and to do this it may be necessary to carry out random searches of persons attempting to enter. The following guidelines will be adhered to:

- **Never** carry out a search without corroboration
 - **Never** carry out a search of members of the opposite sex
 - **Always** ask the person for permission to search them or their belongings before doing so – remember failure to accede to that request will result in them being refused access
 - **Always** ask if they are in possession of any sharp objects. Ask the person to be searched to remove the items before continuing
 - **Never** make personal comments about items found
-

Warning and Ejections

Warning – Monitor the behaviour, notify the Control Room so CCTV can be directed to the area, and await approval. Seek corroboration, then approach the person or persons involved and issue the warning.

Second warning – Notify the Control Room so CCTV can again be directed to the area and await approval. Where possible, return with the same corroborating steward. Advise the person that failure to stop the behaviour will result in ejection and record the row and seat number.

Ejection – Notify the Control Room so CCTV can be directed to the area and await approval and the arrival of the Club Safety Officer and/or Head Steward. Where possible, move the person to a concourse area away from public view, obtain their details, take possession of any season ticket book, carry out the ejection and pass all details to the Control Room. Only SIA-badged stewards should physically handle spectators.

Juvenile supporters or vulnerable adults must not be ejected without first seeking direction from the Control Room.

If the behaviour may amount to an offence and police resources are present, the person may be arrested and reported to the Procurator Fiscal. Stewards may be required to give evidence in court and should use their notebooks to record the incident and the reason for their intervention.

Accidents

Any accident resulting in injury must be dealt with by First Aid personnel and recorded. Accident details should support safety management, follow-up action and appropriate customer care.

Stewards must record relevant details, including the circumstances of the accident, the



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apparent cause, any preventative measures taken and any further remedial action required. Members of the public are not required to provide personal details; if they decline, their privacy must be respected.

Any accident involving an employee must be reported to the Safety Officer immediately.

Note: All personal information recorded must be stored securely with access restricted.

Fire

Break-glass fire alarm points and firefighting equipment are located throughout the stadium. When activated, break-glass alarms sound locally and display a location reference on the main fire alarm panel in the foyer and the repeater panel in the Control Room. Smoke and heat detectors are also installed in the office areas, hospitality areas, First Aid Room, Physio's Room and catering outlets; these provide the same location reference and trigger an evacuation message over the tannoy system.

Fire Fighting Equipment

Stewards' primary responsibility in the event of a fire is to support the safe evacuation of the affected area. A very small fire may be tackled only where it is safe to do so, the steward is trained, and suitable equipment is available. Stewards should therefore understand the different types of firefighting equipment and when they may be used.

If a fire presents a risk to life or property, stewards must:

- Raise the alarm by activating the nearest break-glass fire alarm point.
 - Report the location and description of the incident to the Control Room immediately.
 - Use suitable firefighting equipment only if trained, safe to do so and appropriate to the situation.
 - Prioritise their own safety and the safety of others at all times.
-

Suspect Packages

Suspect packages should not be confused with bags or other items left behind unintentionally by spectators. A package should be treated as suspect where there is reason to believe it may contain equipment or materials intended to cause injury or damage. In these circumstances, stewards must:

- Inform the Control Room immediately, giving the package location, description and the reason it is considered suspicious.
- Do not examine the package or use radios, mobile phones or similar devices within 10 metres of it.

If the Club receives a threat involving packages, the Control Room will instruct stewards to carry out a covert search of the building. At this stage, spectators must not be informed of the threat or asked to assist with the search.



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Match Postponement / Abandonment Procedures

If spectators have arrived but have not yet entered the ground, the Safety Officer will:

- Work with the Match Commander and Head Steward to manage safe crowd dispersal.
- Ask the PA Announcer to tell spectators that the fixture has been cancelled.

“Ladies and gentlemen, today’s game has unfortunately been cancelled due to circumstances beyond our control. The fixture will be rearranged for a future date. The Club apologises for any inconvenience caused. Thank you.”

Stewards will then be deployed to disperse the crowd safely.

If spectators have already entered the ground, the Safety Officer will:

- Close the turnstiles.
- Brief police and stewards on the planned response and deploy them to the exit gates.
- If the fixture has not gone beyond half-time, arrange for vouchers to be issued as spectators leave or made available from the main office.
- Open the exit gates.
- Deliver the appropriate announcement over the PA system.

“Ladies and gentlemen, due to circumstances beyond our control, the match or event has been abandoned.”

Non-ticket match announcement:

“The game will be rearranged for a future date. All spectators in the ground, including season ticket holders, should collect a voucher for the rearranged fixture when leaving, either from stewards outside the exit gates or from the main office. Please queue in an orderly manner. Thank you.”

Ticket match announcement:

“The game will be rearranged for a future date. Your existing ticket will remain valid for the rearranged fixture. Please leave the stadium by the nearest exit gate in an orderly manner. All gates are open and stewards will assist you. Thank you.”

Stewards will help spectators leave the stadium safely. Those on exit gate duties may be given vouchers to distribute where required.



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Emergency Response

If an emergency arises, the Safety Officer will, where time allows, notify all safety staff by radio that a situation may require emergency procedures. Staff must then restrict radio use to urgent transmissions only until further notice.

If the situation requires an emergency response, the Safety Officer will arrange for the following announcement to be made over the PA system:

“Will Safety Officer Eris please report to the Control Room immediately.”

The Head Steward will report to the Control Room. All stewards must move to their designated positions in the stewarding plan. Exit gate stewards must open exit and emergency gates and, where required, prevent further entry.

The nearside referee’s assistant, or fourth official, will be informed so the referee can stop the match if necessary.

At this stage, the PA Announcer must make no further public announcements unless instructed.

If the emergency escalates, the emergency “Go Code” will be initiated. The type of evacuation, such as a bomb threat, non-bomb threat or other incident, will be confirmed by radio, followed by this public announcement:

“Ladies and gentlemen, it is necessary to evacuate the stadium in the interests of public safety. Please remain seated. Stewards will evacuate spectators from the front rows backwards. Please stay calm and follow the instructions of the stewards.”

The Match Referee will then abandon the match and direct all players and officials to the centre circle.

Evacuation Routes

In normal circumstances, spectators in the stand will leave by the usual exits beneath the stand or through the south-east and west emergency exit gates.

Stewards, or police officers, positioned at the rear of the stand will supervise the exit gates and keep access clear for the Emergency Services.

In exceptional circumstances, such as a fire in the stand or imminent structural failure of the stand, spectators will be directed by stewards onto the playing surface. By this stage, the match will have been abandoned, and players will be in the centre circle.

Spectators and teams will then be led by the Head Steward out of the ground via the North West Emergency Exit Gate to the Congregation Point on the grass training pitch, so evacuation routes remain clear for emergency service vehicles.

The Safety Officer, or police officers if present, will supervise the evacuation with support from Club personnel.



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Once assembled at the Congregation Point, spectators must wait for further instruction.

If the incident is brought under control before evacuation procedures are started, the Safety Officer will arrange for the following message to be delivered:

“Safety Officer ERIS is no longer required.” Stewards will then return to their normal matchday positions.

Steward Duties During an Evacuation

Stewards will be informed at the outset which evacuation routes are to be used.

- On hearing “stand by to evacuate”, open and staff all rear exit gates, including the south-east and west emergency exit gates.
- Stewards positioned at the stand must direct spectators towards the designated evacuation exits.
- A designated steward will guide hospitality guests, sponsors, catering staff and Club personnel to the evacuation points.
- Depending on the evacuation method, stewards and police officers, if present, may move onto the playing surface and remain with players, officials and spectators until directed by the Head Steward to the North West Emergency Exit Gate and on to the grass training pitch.
- Car park stewards must keep emergency vehicle routes clear and prevent vehicles leaving their allocated parking spaces unless instructed.
- Stewards in accessible viewing areas must assist disabled supporters and their carers during evacuation.

Stewards must act in line with their training and remain calm, professional and courteous throughout the evacuation.

- Provide reassurance, support and assistance to spectators.
- Encourage spectators to move carefully and promptly.
- Keep people moving and help prevent pushing or crushing.
- Give particular attention to vulnerable spectators, including young, elderly and infirm supporters.
- Remember that spectators will rely on stewards for safe guidance.
- Listen for further announcements or instructions.
- When satisfied that everyone has evacuated, go to the designated rendezvous point and report to your supervisor.



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REVISION HISTORY

Revision	Reviewed By	Changes
February 2025	J Donaldson	Original Issue
June 2025	L Anderson	Complete re-write throughout



EAST FIFE F.C. MEDICAL RISK ASSESSMENT

Version 1.0

Prepared by: Scottish Ambulance Service National Risk & Resilience Department
Date: 14th March 2016
Review Date: To be reviewed annual or after incident

Revision: June 2026



East Fife F.C. – Medical Risk Assessment

Location: East Fife Football Club, Bayview Stadium, Methil, KY8 3RW

Name of Assessor: SAS, NRRD

Date of Assessment: 14th March 2016

Activity / Element	Hazards Identified	Existing Controls	Is the Residual Risk Acceptable? (Y/N)	Additional Controls Required? (Y/N)	Is the Residual Risk Acceptable? (Y/N)	Recommended Minimum Medical Attendance
1. Medical illness	Spectators and staff may suffer from a medical emergency when in attendance at the stadium.	East Fife Football Club (EFFC) is required to comply with the Stadium general safety certificate, EFFC safety policy & the recommendations of the Guide to Safety at Sports Grounds. A Stadium Risk assessment has been completed by the Stadium Safety Officer. In relation to crowd safety, First Aid personnel are provided by St. Andrews First Aid (SAFA) in ratio of 1:1,000 up to 10,000. Doctor cover contracted direct through EFFC for SFA, SPFL events. There is one first aid room located at the west end of the stand; it is accessed from the west vomitory or externally from Harbour View. The room size is approximately 25 square metres. A stadium control room is designated to provide effective multi-agency communications, and overall views of the stadium using CCTV. The EFFC Stadium Emergency Plan confirms the roles of all agencies in the event of a major incident.	Yes	No	N/A	<u>Crowd up to 5,000</u> 1 x First Aider per 1,000 (minimum of 2) 1 x Crowd Doctor with crowds in excess of 2,000 <u>Crowd 5,000-25,000</u> 1 x Accident and Emergency Ambulance (with its crew of 2) 1 x Ambulance Officer 5-18 x first aiders 1 x Doctor



East Fife F.C. – Medical Risk Assessment

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Date of Assessment: 14th March 2016

Activity / Element	Hazards Identified	Existing Controls	Is the Residual Risk Acceptable? (Y/N)	Additional Controls Required? (Y/N)	Is the Residual Risk Acceptable? (Y/N)	Recommended Minimum Medical Attendance
2. Injury from slip / trip / fall	Spectators and staff may suffer from an injury as a result of a slip, trip or fall in the stadium and immediate surrounding i.e. car park, walkways	First aid cover is tactically deployed within the Stadium. As above at 1. During times of snow / ice the club undertakes to clear and salt these areas.	Yes	No	N/A	As above at 1.



East Fife F.C. – Medical Risk Assessment

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Activity / Element	Hazards Identified	Existing Controls	Is the Residual Risk Acceptable? (Y/N)	Additional Controls Required? (Y/N)	Is the Residual Risk Acceptable? (Y/N)	Recommended Minimum Medical Attendance
3. Fire in the stadium	A fire in the stadium may result in burns injuries & smoke inhalation to spectators & staff. Crush injuries may occur as a result of crowd surging if evacuation is not properly controlled.	A Fire Risk assessment has been completed on behalf of the Stadium Safety Manager. Safety announcements including evacuation procedures are made to the crowd prior to the match commencing. Exercising of Evacuation Procedures Smoking is not permitted anywhere within the stadium. As above at 1.	Yes	No	N/A	As above at 1.



East Fife F.C. – Medical Risk Assessment

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Date of Assessment: 14th March 2016

Activity / Element	Hazards Identified	Existing Controls	Is the Residual Risk Acceptable? (Y/N)	Additional Controls Required? (Y/N)	Is the Residual Risk Acceptable? (Y/N)	Recommended Minimum Medical Attendance
4. Explosion in the stadium	An explosion in the stadium may result in major trauma, burns injuries & smoke inhalation to spectators & staff. Crush injuries may occur as a result of crowd surging if evacuation is not properly controlled.	A Fire Risk assessment has been completed on behalf of the Stadium Safety Manager. Safety announcements including evacuation Procedures are made to the crowd prior to the match commencing. Smoking is not permitted anywhere within the stadium. Exercising of Evacuation Procedures As above at 1.	Yes	No	N/A	As above at 1.



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Date of Assessment: 14th March 2016

Activity / Element	Hazards Identified	Existing Controls	Is the Residual Risk Acceptable? (Y/N)	Additional Controls Required? (Y/N)	Is the Residual Risk Acceptable? (Y/N)	Recommended Minimum Medical Attendance
5. Structural collapse	A collapse of any part of the stadium may result in injuries to staff and spectators.	The stadium complies with all relevant building control standards. Structural & barrier testing carried out on annual basis. Exercising of Evacuation Procedures As above in row 1.	Yes	No	N/A	As above at 1.
6. Crowd surge / crushing	Spectators and staff may suffer from crush injuries.	The stadium complies with all relevant building control standards. Entry & egress monitored via CCTV & computerised turnstiles. Crowd dynamics continually assessed by the Safety Officer, Police & Stewards. The stands are all seated and no standing is permitted during games. As above at 1.	Yes	Nil	N/A	As above at 1.



East Fife F.C. – Medical Risk Assessment

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Name of Assessor: SAS, NRRD

Date of Assessment: 14th March 2016

Activity / Element	Hazards Identified	Existing Controls	Is the Residual Risk Acceptable? (Y/N)	Additional Controls Required? (Y/N)	Is the Residual Risk Acceptable? (Y/N)	Recommended Minimum Medical Attendance
7. Evacuation	If an evacuation of the stadium is required, this must be properly controlled. Spectators or staff may be injured if the evacuation is not properly controlled and crowd surges occur.	Evacuation exercises are carried out usually before every home fixture, this involves the Safety Stewards. Safety announcements including evacuation are made to the crowd prior to the match commencing. One live full evacuation exercise is carried out by the Safety Officer with the Police, stadium management and stewards on an annual basis. As above at 1.	Yes	No	N/A	As above at 1.



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Date of Assessment: 14th March 2016

Activity / Element	Hazards Identified	Existing Controls	Is the Residual Risk Acceptable? (Y/N)	Additional Controls Required? (Y/N)	Is the Residual Risk Acceptable? (Y/N)	Recommended Minimum Medical Attendance
8. Concerts – The stadium may be used to host concerts or other events. It is foreseeable that any of the above incidents could occur during such a concert or any similar use to which the stadium may be put.	Hazards which would vary from those associated with football games include crowd disturbances / crushing, noise and severe weather. Crowd dynamics at music events is likely to be very different from those at football matches. Crowd profiles such as age, experience and behaviour will vary by event.	Section 20 of the Guide to Safety at Sports Grounds applies during concerts. The Event Safety guide also gives recommendations regarding the medical, ambulance & first aid management of such events. Event promoters & stadium management must meet the requirements of the Special Safety Certificate. Noise testing is monitored by a noise consultancy agency engaged by the promoters & monitored by Environmental Health. Temporary structures & barriers are agreed in advance with building control, promoters & stadium safety officer. These must meet relevant building & engineering standards. Event promoters are required to produce an Event Management Plan which will include event risk assessments taking into consideration all potential hazards. Temporary first aid posts may be erected in	Yes	No	N/A	As This will vary depending upon individual event related factors. The Stadium Contingency Plan confirms that coverage for such events will be arranged in conjunction with Fife Council. Attendance levels will be assessed in line with the recommendations from Chapter 20 of the Event Safety Guide & Section 20 of the Stadium Safety Guide.



East Fife F.C. – Medical Risk Assessment

	During some concerts spectators may be standing on the pitch area and a temporary stage will be erected	strategic locations for concerts.				
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East Fife F.C. – Medical Risk Assessment

Location: East Fife Football Club, Bayview Stadium, Methil, KY8 3RW

Name of Assessor: SAS, NRRD

Date of Assessment: 14th March 2016

This risk assessment was completed taking into consideration the following factors:

PHYSICAL FACTORS	
1. Physical layout (roads, car parks)	The stadium is situated in Harbour View, Methil, Fife, KY8 3RW. It is serviced by Harbour View. The multi-agency Emergency Plan contains a traffic management plan for the stadium. There is car park external to the Stadium additionally car parking is on the surrounding public roads.
2. Design of ground, areas of high risk	The stadium has one single tiered stand of modern design located at the West, incorporating the highest concepts of safety; they are of concrete and steel construction. Emergency egress is via protected concrete stairwells exiting on Harbour View. The stand also contains the hospitality suites. The stand is covered. Total capacity for football matches is 1998. Away support is housed in the stand at one end of the stand, where 999 supporters can be accommodated.
3. Access / egress to spectator areas	There is a roadway access which partially surrounds the stadium and provides access to the rear of the stand the main access is from Harbour View. Disabled access and seats are accommodated at the front of the stand. Limited disabled parking also available. There is now a "disabled assist" from the foyer to the first-floor function suite.
4. Standing areas or temporary demountable stands	Bayview Stadium is an all-seated stadium and there are no standing areas, temporary structures are not used for football fixtures. For other events temporary structures e.g. stage and raised platforms for disabled guests may be erected. These temporary structures would be inspected by building control officers to ensure they meet the required standard.



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PHYSICAL FACTORS	
5. Location of control points, first aid posts & key locations	Stadium control room is located in the Stand; due to the location of the control room there is not an overall view of the stadium from the control room, therefore a reliance on CCTV footage and communication from stewards, additional stewards are available to deploy into areas in the event of CCTV failure. The control room is utilised by, EFFC Safety Officer, radio controller, CCTV operator, Head Steward, and First Aid Officers. There is one first aid room servicing the stadium, located at the west end of the stand. As defined in the Emergency Plan key locations such as casualty clearing areas, body holding areas etc will be agreed at the time depending on the nature & location of the incident. There is a dedicated physiotherapy / medical room for both teams. Both the first aid room and physiotherapy rooms have direct external egress to Harbour View.
6. Nature & location of radio & communications	Within the control room is the stadium safety officer and security that provide radio communication links utilising the stadium radio communication with the stewards, and there are also fixed telephone lines within the control room. St. Andrews First Aid utilise their radio network. The stadium has a Public Announcement System which may be utilised in an emergency situation.



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SAFETY MANAGEMENT FACTORS	
1. Safety management structure & lines of communication	The Safety Management Structure for football matches is as follows; Stadium Safety Officer – or their Deputy Stadium Manager, Head Steward, & St Andrews First Aid Duty Officer Lines of communication are as 6 above.
2. Ground contingency plans & emergency procedures	The EFFC Contingency Plan and Multi Agency Emergency Plan, within those plans is a record of emergency procedures exercises undertaken.
3. Staff training	All staff is trained to the level appropriate to their responsibility.
4. Hazards & risks posed by event to spectators	Specific hazards posed by the event at football matches include severe weather and crowd disturbance. Hazards at other events within the stadium may include severe weather, excess noise and crowd disturbance.
5. Composition & behaviour of crowd	The stadium safety officer undertakes crowd profiling prior to all football matches & undertakes a risk assessment based on these findings.
6. Historical data of injuries/treatment etc	Anonymised records of all casualties who receive treatment are retained by the Stadium Safety Officer. These statistics, along with actual crowd numbers are utilised to assess potential casualty numbers for future events. A record of casualty numbers is maintained with the match day log.
7. Requirements of governing bodies	For football matches EFFC must comply with the requirements to obtain a General Safety Certificate, issued by Fife Council. They may also have to comply with SFA / SPFL requirements as appropriate. For events other than football the stadium will require to comply with the requirements of a special safety licence issued by Fife Council.



East Fife F.C. – Medical Risk Assessment

Location: East Fife Football Club, Bayview Stadium, Methil, KY8 3RW

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Date of Assessment: 14th March 2016

Agreed and issued by the following organisations:

East Fife Football Club		Signature
	Safety Officer	<i>John Donaldson</i>
	Date	March 2016
	Club Secretary	<i>Jim Stevenson</i>
	Date	March 2016
	Club Doctor	<i>H. Stevens</i>
	Date	March 2016
St. Andrews First Aid	Company Commandant	<i>S. McEwen</i>
	Date	March 2016



East Fife F.C. – Medical Risk Assessment

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Name of Assessor: SAS, NRRD

Date of Assessment: 14th March 2016

Date	Reason for Review Exercise / Incident / Annual	Review Date	Signatory
14 March 2016	Initial Issue	March 2017	<i>John Henderson</i>
30 March '17	Annual Review – No Amendments	March 2018	P Raynor
Feb 2018	Annual Review	Feb 2019	<i>John Henderson</i>
13 Mar '19	Annual Review	Mar 2020	<i>John Henderson</i>
27/03/20	Annual Review – No Amendments	Mar 2021	J. Donaldson
24/02/21	Annual Review – No Amendments	Feb. 2022	J. Donaldson
31/01/22	Annual Review – No Amendments	Jan. 2023	J. Donaldson
01/02/2023	Annual Review – No Amendments	Feb 2024	J Donaldson
01/02/2024	Annual Review – No Amendments	Feb 2025	J. Donaldson
01/02/2025	Annual Review – No Amendments	Feb 2026	J. Donaldson
17/06/2026	Annual Review	June 2027	J Donaldson

Date	Amendment	Pages Amended	Signatory



EAST FIFE F.C.

STADIUM MEDICAL PLAN

Version 1.0

Prepared by: Scottish Ambulance Service National Risk & Resilience Department
Date: March 2016
Review Date: To be reviewed annual or after incident

Revision: June 2026



East Fife F.C. – Stadium Medical Plan

Agreed and issued by the following organisations:

East Fife Football Club		Signature
	Safety Officer	<i>John Donaldson</i>
	Date	March 2016
	Club Secretary	<i>Jim Stevenson</i>
	Date	March 2016
	Club Doctor	<i>H. Stevens</i>
	Date	March 2016
St. Andrews First Aid	Company Commandant	<i>G. McEwen</i>
	Date	March 2016

Date	Reason for Review Exercise / Incident / Annual	Review Date	Signatory
March 2016	Initial Issue	March 2017	<i>John Donaldson</i>
30 March '17	Annual Review - No Amendments	March 2018	P Raynor
Feb 2018	Annual Review	Feb 2019	<i>John Donaldson</i>
13 Mar '19	Annual Review	Mar 2020	<i>John Donaldson</i>
27/03/2020	Annual Review - No Amendments	Mar 2021	J. Donaldson
24/02/2021	Annual Review - No Amendments	Feb. 2022	J. Donaldson
31/01/2022	Annual Review - No Amendments	Feb. 2023	J Donaldson
01/02/2023	Annual Review - No Amendments	Feb. 2024	J Donaldson
01/02/2024	Annual Review - No Amendments	Feb. 2025	J Donaldson
01/02/2025	Annual Review - No Amendments	Feb. 2026	J. Donaldson
01/02/2025	Annual Review - No Amendments	Jun. 2027	J. Donaldson

Date	Amendment	Pages Amended	Signatory



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East Fife F.C. – Stadium Medical Plan

Plan Aim - To describe the medical response arrangements that will be invoked in an incident that requires medical care for an individual or a small or large number of casualties. This plan is written in accordance with “Guide to Safety at Sports Grounds & The Event Safety Guide”

A. Medical Team Command Structure

The senior manager from the St. Andrews First Aid (SAFA) will be in command of their own resources, as will the senior doctor (Medical Commander (MC) if more than one doctor is present. In the event of a Major Incident the Scottish Ambulance Service (SAS) role of Ambulance Incident Commander (AIC) will be taken up by the first ambulance crew on scene.

The SAS will only be on site at the request of East Fife FC or where crowds are expected over 5,000 spectators.

B. Ground Command and Control Systems

In keeping with the Spectator Safety Policy and Statement of intent, the Safety Officer is responsible, on behalf of the Club, for Safety Management. They will be responsible for the co-ordination of all agencies in attendance under normal working conditions. The senior officers for all agencies will be in command of their own resources; these officers will be located in and adjacent to the control room to allow for inter-agency communication. In the event of a Significant / Major Incident, the Police Commander will assume overall co-ordination of the emergency response.

C. Size, location and number of permanent, temporary or mobile first aid room and facilities

There is one permanent first aid room in the stadium, location at the West end of the south stand. There are no temporary or mobile first aid rooms for football fixtures.

First Aid Room – 25 m²

There is a dedicated physiotherapy / medical room for both teams.

Both the first aid room and physiotherapy room have direct external egress to Harbour View.

For concerts, temporary first aid facilities may be erected at suitable locations. This will be agreed with the promoters, stadium management, NHS/SAS and will be based on crowd dynamics, size profiling as well as experience from previous events.

D. Medical equipment and materials and their source

The first aid room has an examination table and the room on matchdays supplied by St. Andrews First Aid. Details of the exact equipment are contained within Appendix A. Medical



East Fife F.C. – Stadium Medical Plan

consumables are replenished by St. Andrew's First Aid. The Scottish Ambulance Service are responsible for replenishment of any of their own consumables used.

E. Role, number and location of ambulances, their capabilities and the crew competencies

Ambulance requirement at Bayview Stadium is not required on a matchday due to the ground capacity being less than 5,000 spectators. Should the ground capacity increase, ambulance cover for other events will be agreed by the Stadium Safety Officer and Scottish Ambulance Service, taking cognisance of the recommendations of the Guide to Sports Grounds and the Event Safety Guide.

Ambulance Parking Point: To enable emergence ambulance attendance, the ambulance parking areas is identified external to the stadium at the West End of the South Stand, adjacent to the first aid room entrance.

F. Duties, number and location of crowd doctors, nurses, paramedics and first aid personnel

Expected Crowd	0 to 4,999	5,000 to 11,000
Ambulances	0	1
Ambulance Staff	0	2
Ambulance Officers	0	1
First Aiders	5	11
Doctors	1	1

The exact locations and duties of these individuals will be agreed during the medical briefing.

The first aid staff will be deployed in order that two will cover each of the open stands.

The doctor is located in a pre-determined location.

When a casualty is reported, first aiders will provide the initial response and treat the minor ailments or injuries. In all other cases, including for examples, cardiac arrest or other critical conditions, first aiders will request a doctor or ambulance assistance. First aiders will transport the patient (if appropriate) to the first aid post to await further assistance. The doctor or ambulance staff will attend the patient and agree to a treatment plan.

G. Communications

Communication between first aid and doctors on site is via the first aid radio network. Call signs are issued and a radio check carried out prior to the start of the event. Inter-agency communication is facilitated within the control room.



East Fife F.C. – Stadium Medical Plan

H. Procedure for investigation and management of critical incidents

Any critical incident will be managed using the Multi-Agency Emergency Plan. Following a critical incident, a multi-agency debrief will take place to consider any lessons to be learned from the incident. After a large-scale incident, each agency normally holds an internal debrief and the multi-agency debrief is coordinated by the police.

I. Number and profile of the crowd

Football match crowds cover a wide range of age groups and may also include disabled spectators (at this ground, areas for disabled supporters have been made available at the front of the stand).

J. Time and duration of event

The gates for a match are opened 1 hour prior to the match, and the stadium is clear usually 30 minutes after the match completes. The duration is approximately 3 hours 15 minutes from the opening of the gates until the stadium is cleared.

Other types of events in the stadium will vary in duration.

K. Inspection of facilities and equipment

The first aid room and its equipment will be inspected by St. Andrew's First Aid at least 24 hours before the event start time. A first aid equipment log is completed by SAFA staff at commencement of the event and returned after medical stand down. Any deficiencies of non-SAFA equipment used is to be reported to the club Safety Officer for replacement.

L. Weather conditions

All medical personnel are expected to ensure they have clothing appropriate to all weather conditions.

M. Travel times and distance to local A&E

Fife has one Accident and Emergency hospital, Victoria Hospital Hayfield Road, Kirkcaldy. It is located approximately 9 miles from Bayview Stadium and under normal driving conditions would take approximately 21 minutes (time would be reduced driving under blue light conditions).

N. Response to major incident

A major incident would be managed as per the multi-agency Stadium Emergency Plan.



East Fife F.C. – Stadium Medical Plan

O. Fatalities

Responsibility for dealing with fatalities normally lies with the Police, however where a body is in the public gaze, the Ambulance Officer, in consultation within the Event / Police Commander, may arrange for removal of the body to a suitable location. In the event of mass fatalities, a body holding area and/or temporary mortuary may be set up as per the Stadium Emergency Plan.

P. Welfare for medical services personnel

The first aid room as lighting (including emergency lighting), heating, ventilation and power with auxiliary power supplies. There is a stainless-steel sink, worktop with hot, cold and drinking water supplies. Disabled toilet facilities are available within the first aid room. Public toilets are available within the stadium.



East Fife F.C. – Stadium Medical Plan

Appendix A – Guide to Casualty Response

Dealing with an Incident at or Around the Stadium

In the event of a casualty within the stadium

- Dependent of the source and description of the incident, First Aid personnel will attend in the first instance, backed by SAS id required to attend.
- If there is more than one casualty, the response will be determined by the First Aid Duty Officer on receipt of the update from the first crew on the scene following a risk assessment and utilising Health & Safety awareness.
- The patient's condition at the scene of the incident will determine whether the assistance of the crowd doctor is required and whether they should be treated on site, at the First Aid post, or be immediately removed to hospital.

Treatment of players

- The match referee will request the assistance in the treatment of a player.
- The team Physio will be called upon to enter the field of play (if required) to make an assessment.
- If the injury requires the player to be carried from the field of play, the assistance of the pitch crew will be called upon. The severity of the injury may require further assistance from the Club Doctor.
- If a 4th official is present, they are responsible for giving clearance to enter the field of play.
- Depending on the injury, and if appropriate, the injured player must be taken from the field to the nearest point of the touch line (this ensures that there is no delay to the game).
- Given the assessment of the injury and the level of treatment required, the Club Doctor will determine what should be done and where (*i.e.* at the scene, First Aid Room or be immediately removed to hospital).

In the event of a casualty requiring removal to hospital from the stadium

- The Safety Officer will be responsible for ensuring any request for an ambulance is expedited. Therefore, it will be the responsibility of the Crowd Doctor, or in their absence the First Aid Duty Officer, to make the Control Room aware of the need to summon an ambulance and details of the injury/illness. The control room loggist will record the time of that information and request being received and contact made with SAS. The time of arrival and departure is also recorded.
- Where an ambulance is on site, this will be used to convey patients to hospital only in cases where a patient presents with a life-threatening condition.



East Fife F.C. – Stadium Medical Plan

Casualty records and notifications

- Appendix B is current record used by East Fife Football Club to record all details of first aid/treatment given, details of those administering and detail of the casualty. These records are to be completed at the time by the First Aid Duty Officer and passed to the Club Safety Officer as soon as practicable.
- Any requests for information to be passed to relatives etc. will be directed to the control room.

Where, due to size or scale of event, the control room is not in operation, responsibility for actions which would have been undertaken by the Control Room will fall to the Safety Officer or their deputy (Stadium Manager).



East Fife F.C. – Stadium Medical Plan

Appendix B – Medical Equipment and Materials and It's Source

The following identifies what is agreed as the minimum requirement for each individual to carry. Individual agencies may supply more.

Consumables

- 1 large sterile bandage
- 10 sterile plasters in various sizes
- 3 sterile dressings (1 each of small, medium, large)
- 4 low adherent dressings (5cm × 5cm)
- 4 packs of sterile gauze
- 1 roll of fabric tape
- 6 triangular bandages
- 10 alcohol free cleansing wipes
- 1 pair of disposable tweezers
- 1 pair of scissors
- 1 pair of Tuffcut scissors
- 1 foil blanket
- 4 sterile saline Steripods
- 6 pairs of nitrile gloves
- 1 disposable apron
- 2 reuseable face shields
- 1 hibiscrub
- 1 pentorch
- Appropriate disposable bags – household / clinical waste.

Collectively, the number of first aid personnel (see guidance above) multiplied by the list above, will identify the minimum requirement of equipment and consumables for each event.



East Fife F.C. – Stadium Medical Plan

Appendix C – Matchday Record of Medical Provision

Guide to Safety at Sports Grounds ver. 5 paragraph 3.22 and 18.14:

Management should ensure that: sufficient qualified medical, nursing, paramedic and first aid staff are present and at their post; they are properly briefed; first aid marshals are maintained at the required level; and appropriate medical and ambulance provision is in place.

Records should be made of:

1. The number of posts of all SAS staff, SAFA staff and Doctor(s) in attendance.
2. Details of all first aid medical treatment provided.
3. Details of any onward transmission of casualties.

First Aid / Medical Record
Crowd Doctor _____
Contact Number _____
(At all matches where the crowd is expected to exceed 2000)
First Aid (at least 2 and 1 additional per 1000 spectators beyond 2000) including designation
1. Details _____
2. Details _____
3. Details _____
4. Details _____
5. Details _____
6. Details _____
7. Details _____
8. Details _____
9. Details _____
Ambulance Staffed to Paramedic Level Y / N (where crowd is expected to exceed 5000). Including designation
1. Details _____
2. Details _____
3. Details _____



East Fife F.C. – Stadium Medical Plan

First Aid Equipment Checked and in Order Y / N

(If no, itemise on equipment checklist items to be sourced)

First Aid Room Check and in Order Y / N

(If no, what has to be rectified)

Details of all first aid or medical treatment provide, including details of any of the person delivering that treatment and those of the recipient. Identification of any onward transmission to hospital *etc.*

DISCLAIMER

I _____ (Print Name) of (Address) _____
have from St. Andrew's First Aid, **Refused Treatment** and / or **Refused Advice** to go to
hospital straight away (delete as appropriate).

I accept that they will not be held responsible by me not accepting treatment or advice.

Signed: _____ Date: _____

Record made by (including designation): _____

Safety Officer: _____



EAST FIFE F.C. FIRE RISK ASSESSMENT

Revision: June 2026



East Fife F.C. – Fire Risk Assessment

EAST FIFE FOOTBALL CLUB FIRE (SCOTLAND) ACT 2005 FIRE SAFETY (SCOTLAND) REGULATIONS 2006 FIRE RISK ASSESSMENT

Employer or Person having control of the relevant premises:	Mr. Liam Anderson, Chairman
Address of Premises:	Bayview stadium, Harbour View, Methil, KY8 3RW
Person(s) Consulted:	Mr. J Donaldson, Safety Officer
Assessor:	K. Logie
Date of Fire Risk Assessment:	17 th March 2016 (Reviewed March 22)
Date of Previous Fire Risk Assessment:	25 May 2019
Suggested Date for Review ¹ :	June 2027

The purpose of this report is to provide an assessment of the risk to life from fire and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. This report does not address the risk to property or business continuity from fire.

The report represents only the best judgement of the consultant involved in its preparation, and is based, in part, on information provided by others. No liability whatsoever is accepted for the accuracy of such information.

Keith Logie
Tel: 07947213348

March 2019

¹This risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.



East Fife F.C. – Fire Risk Assessment

IMPORTANT

Fire (Scotland) Act 2005 Fire Safety (Scotland) Regulations 2006

This fire risk assessment has been carried out on your behalf, being the employer and/or the person having control, to any extent, of the premises. It is intended to assist you in compliance with Sections 53(2) and 54(2), of the Fire (Scotland) Act, which require that a risk assessment be carried out, and Part II of the Fire Safety (Scotland) Regulations, which makes requirements in relation to the risk assessment.

It is important that you study this fire risk assessment and understand its contents. The fire risk assessment includes an Action Plan, which sets out the measures it is considered necessary for you to take to satisfy the requirements of the above legislation and to protect relevant persons (as defined in the Fire (Scotland) Act) from fire. Relevant persons are primarily everyone who is, or may be, lawfully in the building, but include certain persons in the vicinity of the building. It is particularly important that you study the Action Plan. If any recommendation in the Action Plan is unclear you should request further advice.

The Fire Safety (Scotland) Regulations require that you give effect to arrangements for the effective planning, organization, control, monitoring and review of the fire safety measures. These measures, which are set out in Schedule 2 within Part 3 of the Fire (Scotland) Act, are primarily measures to prevent the occurrence of fire and to keep people safe if fire occurs.

You must record the above arrangements if:

- (a) You employ five or more employees in your undertaking (regardless of where they are employed);
- (b) Licensing, certification or registration under other legislation is in force; or
- (c) An alterations notice is in force requiring a record to be kept.

This fire risk assessment is not the record of the fire safety arrangements to which the Fire Safety (Scotland) Regulations refer, although much of the information contained in this fire risk assessment will coincide with the information in that record. You should, however, ensure that there is a record of the fire safety arrangements, adequate to comply with Regulation 10(2) of those Regulations, and that it is kept up to date. Consideration will have been given, in carrying out this fire risk assessment, to the records that exist in this respect.

The Fire Safety (Scotland) Regulations also require that you nominate one or more competent persons to assist you in undertaking the fire safety measures described above. Where there is a competent person in your employment, you must, under Regulation 17(7) of the Fire Safety (Scotland) Regulations, nominate that person in preference to a competent person not in your employment.

This fire risk assessment has considered dangerous substances that are used or stored in your premises, only to the extent necessary to determine the adequacy of the *fire safety measures* (as defined within the Fire (Scotland) Act) and to advise you accordingly. If dangerous substances are used or stored in your premises, you should ensure that a risk assessment of the relevant work activities has been carried out to enable you to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This fire risk



East Fife F.C. – Fire Risk Assessment

assessment does not consider special, technical or organizational measures that are required to be taken or observed in connection with the use or storage of any dangerous substance.

More generally, this fire risk assessment forms only a foundation for management of fire safety in your premises and compliance with the legislation described above. It is strongly recommended that you obtain a copy of both the Fire (Scotland) Act and the Fire Safety (Scotland) Regulations if you do not already have ready access to these. They may be obtained from the Stationery Office, but can be freely downloaded from the Internet at:

<http://www.opsi.gov.uk/legislation/scotland/acts2005/20050005.htm>

<http://www.opsi.gov.uk/legislation/scotland/ssi-2006-index.htm>



East Fife F.C. – Fire Risk Assessment

GENERAL INFORMATION

1. THE PREMISES

- | | | |
|-----|--------------------------------|---|
| 1.1 | Number of floors: | 2 |
| 1.2 | Approximate floor area: | 600m ² on ground floor. |
| 1.3 | Brief details of construction: | Constructed in 2000 the premises are a steel framed structure, block/brick walls, concrete floors, roof cladding – metal sheets |
| 1.4 | Occupancy: | Football stadium with associated accommodation, functions rooms and bar. |

2. THE OCCUPANTS

- | | | |
|-----|--|------|
| 2.1 | Approximate maximum number: | 2012 |
| 2.2 | Approximate maximum number of employees at any one time: | 12 |
| 2.3 | Maximum number of members of the public at any one time: | 2000 |

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

- | | | |
|-----|---|---|
| 3.1 | Sleeping occupants: | None. |
| 3.2 | Disabled occupants: | Occasional visitors, no employees |
| 3.3 | Occupants in remote areas and lone workers: | Occasional staff and contractors |
| 3.4 | Young persons: | An undetermined amount on match days unless schools have been invited. They all sit together and are supervised |
| 3.5 | Others: | Contractors |

4. FIRE LOSS EXPERIENCE

<u>Date</u>	<u>Brief Details</u>	<u>Cause</u>	<u>Action Taken (if any)</u>
None since last fire risk assessment			



East Fife F.C. – Fire Risk Assessment

5. OTHER RELEVANT INFORMATION

- The premises are a modern football stadium constructed in 2000 and consists of a 2-storey main stand area, incorporating seating area for 1980 persons, the ground floor incorporates administration offices, dressing rooms, ancillary rooms and small bar area.
- The first-floor accommodation consists of function rooms, bar and kitchen area with combined capacity for up to 200 persons, these are included in the totals in 2.1.

6. REFERENCES

The full titles of British Standards and other references quoted in the report are given on the last pages.



East Fife F.C. – Fire Risk Assessment

7. RELEVANT FIRE SAFETY LEGISLATION

7.1 The following fire safety legislation applies to these premises:

Fire (Scotland) Act 2005.

Fire Safety (Scotland) Regulations 2006.

7.2 The above legislation is enforced by:

Local fire and rescue authority.

7.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building (Scotland) Regulations 2004):

Safety at Sports Ground Act 1975

7.4 The other legislation referred to above is enforced by:

Local Authority

7.5 Is there an alterations notice in force Yes ☐ No ☒

7.6 Comments

- The Licensing (Scotland) Act 2005 is also relevant to the building and its operation. However, it should be noted that, where the Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006 apply, any term, condition or restriction contained in a licence has no effect insofar as it relates to any matter in relation to which requirements or prohibitions are, or could be, imposed by, or under, the Act and Regulations.
- You are reminded that material alterations involving means of escape, fire warning systems or structural fire precautions, require approval from the building control authority.



East Fife F.C. – Fire Risk Assessment

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

8. ELECTRICAL SOURCES OF IGNITION

8.1 Reasonable measures taken to prevent fires of electrical origin? Yes ☒ No ☐

8.2 More specifically:

Fixed installation periodically inspected and tested? Yes ☒ No ☐

Portable appliance testing carried out? Yes ☒ No ☐

Suitable policy regarding the use of personal electrical appliances Yes ☒ No ☐

Suitable limitations of trailing leads and adaptors? Yes ☒ No ☐

8.3 Comments and hazards observed:

- The fixed electrical installation is inspected and tested on a four-yearly test cycle the last of which was in October 2025
- Portable appliance testing (PAT) is carried out every two years; this was last carried out in October 2025.

9. SMOKING

9.1 Reasonable measures taken to prevent fires of smoking? Yes ☒ No ☐

9.2 More specifically:

Smoking prohibited in the building? Yes ☒ No ☐

Smoking prohibited in appropriate areas? N/A ☒ Yes ☐ No ☐

Suitable arrangement for those who wish to smoke? Yes ☒ No ☐

Smoking policy appeared to be observed at the time of the inspection? Yes ☒ No ☐

9.3 Comments and hazards observed:

- No smoking within the curtilage of the premises.



East Fife F.C. – Fire Risk Assessment

10. WILFUL FIRE RAISING

10.1 Does basic security against wilful fire raising by outsiders appear reasonable²? Yes ☒ No ☐

10.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes ☒ No ☐

10.3 Comments and hazards observed:

- CCTV
- Intruder alarm
- Secure perimeter fencing

11. PORTABLE HEATERS AND HEATING AND VENTILATION INSTALLATIONS

11.1 Is the use of portable heaters avoided as far as practicable? Yes ☒ No ☐

11.2 If portable heaters are used:

Is the use of the more hazardous type avoided? (e.g. radiant bar fires or lpg appliances) N/A ☒ Yes ☐ No ☐

Are suitable measure taken to minimise the hazard of ignition of combustible materials? N/A ☒ Yes ☐ No ☐

11.3 Are fixed heating and ventilation installations Subject to regular maintenance? N/A ☒ Yes ☐ No ☐

11.4 Comments and hazards observed:

- Heating systems maintained annual by registered engineers

12. COOKING

12.1 Reasonable measures taken to prevent fires as a Result of cooking? N/A ☐ Yes ☒ No ☐

12.2 More specifically:

Filters cleaned or changed and duckwork cleaned regularly? N/A ☐ Yes ☒ No ☐

Suitable extinguishing appliances available? N/A ☐ Yes ☒ No ☐

12.3 Comments and hazards observed:

- Deep clean is carried out twice annually
- Fire blanket, CO₂ & wet chemical extinguishers provided

² **Note:** C.S. Todd & Associates Ltd are not specialists in the field of security. If specific advice on security (including security against wilful fire raising) is required, the advice of a security specialist should be obtained.



East Fife F.C. – Fire Risk Assessment

13. LIGHTING

13.1 Does the building have a lighting protection system? Yes ☒ No ☐

13.2 Comments and deficiencies observed:

- Lighting protection is not considered essential in the context of this risk assessment.

14. HOUSEKEEPING

14.1 Is the standard of housekeeping adequate? Yes ☒ No ☐

14.2 More specifically:

Combustible materials appear to be separated from ignition sources? Yes ☒ No ☐

Avoidance of unnecessary accumulation of combustible materials or waste? Yes ☒ No ☐

Appropriate storage of hazardous materials? N/A ☐ Yes ☒ No ☐

Avoidance of inappropriate storage of combustible materials? Yes ☒ No ☐

14.3 Comments and hazards observed:

- None

15. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

15.1 Are fire safety conditions imposed on outside contractors? Yes ☒ No ☐

15.2 Is there satisfactory control over works carried out in the building by outside contractors (including 'hot works' permits)? Yes ☒ No ☐

Suitable guidance is contained in the following publications:

- Standard Fire Precautions for Contractors Engaged on Crown Works. Department of Environment, HMSO
- Fire Prevention on Construction Sites. Fire Protection Association
- Fire Safety in Construction. HSG168 (2nd edition) HSE

It is recommended that the guidance contained in these references be incorporated in contracts with outside contractors

15.3 If there are in-house maintenance personnel, are there suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate? N/A ☒ Yes ☐ No ☐



East Fife F.C. – Fire Risk Assessment

15.4 Comments:

- None

16. DANGEROUS SUBSTANCES

16.1 Are the general fire precautions adequate to address N/A ☒ Yes ☐ No ☐
the hazards associated with dangerous substances
used or stored within the premises? [†]

16.2 If 16.1 applies, has a specific risk assessment been N/A ☒ Yes ☐ No ☐
Carried out, as required by the Dangerous Substances
And Explosive Atmospheres Regulations 2002?

16.3 Comments:

- This risk assessment only considers the impact of the use or storage of dangerous substances to the extent necessary to determine the adequacy of the general fire precautions required under the Act and Regulations to ensure the safety of relevant persons in the event of fire.
- The nature and quantity of flammable liquids and gases present in the premises are such that the fire hazards associated with their use and/or storage and the adequacy of the general fire precautions have been considered within this risk assessment.

17. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

17.1 Hazards: None

17.2 Comments: -

[†] Small quantities with negligible impact on the appropriate general fire precautions need not be taken into account.



East Fife F.C. – Fire Risk Assessment

FIRE PROTECTION MEASURES

18. MEANS OF ESCAPE

18.1 Is it considered that the premises are provided with reasonable means of escape in case of fire? Yes ☒ No ☐

18.2 More specifically:

Adequate design of escape routes? Yes ☒ No ☐

Fire exits open in direction of escape where necessary? Yes ☒ No ☐

Avoidance of sliding or revolving doors as fire exits where necessary? N/A ☐ Yes ☒ No ☐

Are arrangements for securing exits satisfactory? Yes ☒ No ☐

Reasonable distance of travel:

• Where there is an escape in a single direction? N/A ☐ Yes ☒ No ☐

• Where there are alternative means of escape? N/A ☐ Yes ☒ No ☐

Suitable protection of escape routes? Yes ☒ No ☐

Adequate provision of exits? Yes ☒ No ☐

Exits easily and immediately openable where necessary? Yes ☒ No ☐

Suitable fire precautions for inner rooms? N/A ☒ Yes ☐ No ☐

Escape routes unobstructed? Yes ☒ No ☐

18.3 It is considered that the premises are provided with reasonable arrangements for the means of escape for disabled people? N/A ☒ Yes ☐ No ☐

18.4 Comments and deficiencies observed:

- The spectator stand has a capacity of 1978 persons and there is adequate means of escape from all sections of the stand either onto the playing surface or via two vomitories located, one in the north section and one in the south section.
- The first-floor accommodation, including the main function room has alternative exit routes via the main staircase and an exit into the upper section of the spectator stand.
- Disabled access is provided to a ground floor section of the stand; there is now a disabled assist to the first floor.



East Fife F.C. – Fire Risk Assessment

19. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

19.1 Is it considered that there is:

Compartmentation of a reasonable standard³? Yes ☒ No ☐

Reasonable limitation of linings that may promote fire spread? Yes ☒ No ☐

19.2 As far as can reasonably be ascertained, fire dampers are necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?^{4,5} N/A ☒ Yes ☐ No ☐

19.3 Comments and deficiencies observed:

- None

20. EMERGENCY ESCAPE LIGHTING

20.1 Reasonable standard of emergency escape lighting system provided⁶? N/A ☐ Yes ☒ No ☐

20.2 Comments and deficiencies observed:

- Emergency escape lighting is installed throughout the premises along the fire exit routes and at fire exits. The system comprises a mixture of maintained and non- maintained luminaires and illuminated 'FIRE EXIT' signs.

21. FIRE SAFETY SIGNS AND NOTICES

21.1 Reasonable standard of fire safety signs and notices? N/A ☐ Yes ☒ No ☐

21.2 Comments and deficiencies observed:

- None

³ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

⁴ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

⁵ A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

⁶ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

⁷ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.



East Fife F.C. – Fire Risk Assessment

22. MEANS OF GIVING WARNING IN CASE OF A FIRE

22.1 Reasonably manually operated electric fire alarm system? N/A ☐ Yes ☒ No ☐

22.2 Automated fire detection provided? Yes ☒ No ☐

22.3 Extent of automatic fire detection generally appropriate for the occupancy and fire risk? N/A ☐ Yes ☒ No ☐

22.4 Remote transmission of alarm signals? N/A ☐ Yes ☒ No ☐

22.5 Comments and deficiencies observed:

- The fire alarm system is of the conventional type with the control panel located in the main reception. The system has comprehensive coverage of automatic fire detection, including detectors in all public areas, escape routes and back of house areas. It generally meets the recommendations for a category L2 system as defined in BS 5839-1.
- To avoid malicious activation of the manual 'Break Glass Call Points' (BGP) located in the two vomitories, these units have been altered for activation by key only, during those times that spectators are present within the stand, stewards are positioned at each vomitory with suitable keys to operate BGP's in the event of a fire.
- A back-up call (999) is also made to the Fire and Rescue Service.

23. MANUAL FIRE EXTINGUISHING APPLIANCES

23.1 Reasonably provision of manual fire extinguishing appliances? N/A ☐ Yes ☒ No ☐

23.2 These comprise:

Portable fire extinguishers ☒ Hose reels: ☐ Fire blankets ☒

23.3 Are all of the fire extinguishing appliances readily accessible? N/A ☐ Yes ☒ No ☐

23.4 Comments and deficiencies observed:

- None

24. RELEVANT[‡] AUTOMATIC FIRE EXTINGUISHING SYSTEMS

24.1 Type of fixed system

- None

24.2 Comments: -

[‡] Relevant to life safety and this risk assessment (as opposed to property protection).



East Fife F.C. – Fire Risk Assessment

25. OTHER RELEVANT* FIXED SYSTEMS AND EQUIPMENT

25.1 Type of fixed system

- None

25.2 Comments: -

25.3 Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc.? N/A ☒ Yes ☐ No ☐

25.4 Comments: -



East Fife F.C. – Fire Risk Assessment

MANAGEMENT OF FIRE SAFETY

26. PROCEDURES AND ARRANGEMENTS

26.1 Safety Assistance:

The competent person(s) appointed under Regulation 17 of the Fire Safety (Scotland) Regulations 2006 to assist the duty holder to implement fire safety measures is: Club Secretary.

26.2 Fire safety at the premises is managed by⁸: Mr J. Donaldson, Security Officer

26.3 Is there a suitable record of fire safety arrangements? N/A ☐ Yes ☒ No ☐

Comments: -

26.4 Appropriate fire procedures in place? Yes ☒ No ☐

More specifically:

Are procedures in the event of fire appropriate and properly documents? N/A ☐ Yes ☒ No ☐

Are there suitable arrangements for summoning the fire and rescue service? Yes ☒ No ☐

Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire fighters? N/A ☐ Yes ☒ No ☐

Are there suitable arrangements for ensuring that the premises have been evacuated? N/A ☐ Yes ☒ No ☐

Is there a suitable fire assembly point(s)? N/A ☐ Yes ☒ No ☐

Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A ☐ Yes ☒ No ☐

Comments: -

26.5 Persons nominated and trained to use fire extinguishing appliances? N/A ☐ Yes ☒ No ☐

Comments: Matchday stewards

26.6 Persons nominated and trained to assist with evacuation, including evacuation of disabled people? N/A ☐ Yes ☒ No ☐

Comments: Matchday stewards

¹- This is not intended to represent a legal interpretation of responsibility but merely reflects the managerial arrangement in place at the time of this risk assessment.



East Fife F.C. – Fire Risk Assessment

- 26.7 Appropriate liaison with fire and rescue service (i.e. by fire and rescue crews visiting for familiarisation visits)? N/A ☐ Yes ☒ No ☐

Comments: Familiarization visits are carried out at the discretion of the fire and rescue service.

- 26.8 Routine in-house inspections of fire precautions (e.g. in the course of health & safety inspections)? N/A ☐ Yes ☒ No ☐

Comments: Carried out at least a day prior to any match.

27. TRAINING AND DRILLS

- 27.1 Are all staff given adequate fire safety instruction And training? N/A ☐ Yes ☒ No ☐

More specifically:

Are they trained on induction? N/A ☐ Yes ☒ No ☐

Are they given refresher training? N/A ☐ Yes ☒ No ☐

Are they given additional training to cover any specific role and responsibilities? N/A ☐ Yes ☒ No ☐

Comments: Refresher training given prior to the commencement of each new football season.

- 27.2 Does the above training and instruction provide information, instruction or training on the following?

Fire risks in the premises? N/A ☐ Yes ☒ No ☐

The fire safety measures in the building? N/A ☐ Yes ☒ No ☐

Action on hearing the fire alarm signal? N/A ☐ Yes ☒ No ☐

Method of operation on manual call points? N/A ☐ Yes ☒ No ☐

Location and use of fire extinguishers? N/A ☐ Yes ☒ No ☐

Meaning of fire safety signs? N/A ☐ Yes ☒ No ☐

Means for summoning the fire & rescue service? N/A ☐ Yes ☒ No ☐

Identity of persons nominated to assist with evacuation? N/A ☐ Yes ☒ No ☐

Identity of persons nominated to use fire extinguishing appliances? N/A ☐ Yes ☒ No ☐

Comments: None



East Fife F.C. – Fire Risk Assessment

27.3 Are fire drills carried out at appropriate intervals? N/A ☐ Yes ☒ No ☐

Comments: None

27.4 When the employees of another employer work in the premises:

Is there employer given appropriate information (e.g. on fire risks and fire safety measures)? N/A ☒ Yes ☐ No ☐

Is it ensured that the employees are provided With adequate instruction and information? N/A ☒ Yes ☐ No ☐

Comments and deficiencies observed: None

28. TESTING AND MAINTENANCE

28.1 Adequate maintenance of workplace? Yes ☒ No ☐

Comments and deficiencies observed: None

28.2 Weekly testing and periodic servicing of fire detection and alarm system? N/A ☐ Yes ☒ No ☐

Comments and deficiencies observed: Weekly tests are carried out in-house and periodic servicing is carried out by an external contractor.

28.3 Monthly and annual testing for emergency escape lighting? N/A ☐ Yes ☒ No ☐

Comments and deficiencies observed: Monthly tests are carried out in-house and annual testing is carried out by an external contractor.

28.4 Annual maintenance of fire extinguishing appliances? N/A ☐ Yes ☒ No ☐

Comments and deficiencies observed: Annual maintenance is carried out by an external contractor.

28.5 Periodic inspection of external escape staircases and gangways? N/A ☒ Yes ☐ No ☐

Comments and deficiencies observed: -

28.6 6-monthly inspection & annual testing of rising mains? N/A ☒ Yes ☐ No ☐

Comments and deficiencies observed: -

28.7 Weekly and monthly testing, 6-monthly inspection and annual testing of fire-fighting lifts? N/A ☒ Yes ☐ No ☐

Comments and deficiencies observed: -

28.8 Weekly testing and periodic inspection of sprinkler installations? N/A ☒ Yes ☐ No ☐

Comments and deficiencies observed: -



East Fife F.C. – Fire Risk Assessment

28.9 Routine checks of final exit doors and/or security fastenings? N/A ☐ Yes ☒ No ☐

Comments and deficiencies observed: Most entrance/exit doors are in daily use

28.10 Annual inspection and testing of lighting protection systems? N/A ☐ Yes ☒ No ☐

Comments and deficiencies observed: Most entrance/exit doors are in daily use

28.11 Any other relevant inspections or tests? None

Comments and deficiencies observed: -

29. RECORDS

29.1 Appropriate records of:

Fire drills? N/A ☐ Yes ☒ No ☐

Fire training? N/A ☐ Yes ☒ No ☐

Fire alarm tests? N/A ☐ Yes ☒ No ☐

Emergency escape lighting tests? N/A ☐ Yes ☒ No ☐

Maintenance and testing of other fire protection systems and equipment? N/A ☐ Yes ☒ No ☐

Comments: None



East Fife F.C. – Fire Risk Assessment

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a fire risk level estimator contained in PAS 79:

Potential consequences of fire	Slight harm	Moderate harm	Extreme harm
Likelihood of fire			
Low	Trivial risk	Tolerable risk	Moderate risk
medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low ☐

Yes ☒

High ☐

In the context, a definition of the above terms is as follows:

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings)

High: Lack of adequate controls are applied to one or more significant fire hazards, such as to result in significant increase in the likelihood of fire.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight Harm ☒

Moderate Harm ☐

Extreme Harm ☐

In the context, a definition of the above terms is as follows:

Slight Harm: Outbreak of fire unlikely to result in serious injury or death of any occupant.

Moderate Harm: Outbreak of fire could result in injury (including serious injury) of one or more occupants but is unlikely to result in multiple fatalities.

High: Significant potential for serious injury or death of one or more occupants.



East Fife F.C. – Fire Risk Assessment

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated in PAS 79:

Risk Level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be repeated regularly.)



East Fife F.C. – Fire Risk Assessment

ACTION PLAN

It is considered that the following actions should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial ☐

Tolerable ☐

† Priorities:

1. Breach of legislation, having the potential for serious injury to relevant persons.
2. Breach of legislation, but not considered to constitute a serious threat to relevant persons.
3. Necessary for best practice, but existing situation unlikely to constitute a serious threat to relevant persons.

†† Suggested Timescale:

- A. Immediately or as soon as reasonably practicable. In the case of items that require capital work, steps should be taken as soon as reasonably practicable to progress the work.
- B. Short term. In the case of items that require capital expenditure, steps should be taken in the short term to progress the work. (Suggested time-frame, within 3 months.)
- C. Medium term. (Suggested time-frame, within 6 months.)
- D. Long term (e.g. at time of upgrading or refurbishment).

The full titles of British Standards and other references are given on the last pages of this report.

Item	Requirement	†Priority	††Timescale
	There are no recommendations.		



East Fife F.C. – Fire Risk Assessment

REFERENCES

Guidance in Support of Fire Safety Legislation

Scotland

Scottish Government: Practical Fire Safety Guidance:

- Care Homes.
- Offices, Shops & Similar Premises.
- Factories & Storage Premises.
- Educational & Day Care for Children Premises.
- Small Bed & Breakfast & Self-Catering Premises.
- Small Premises Providing Sleeping Accommodation.
- Medium & Large Premises Providing Sleeping Accommodation.
- Transport Premises.
- Places of Entertainment and Assembly.
- Healthcare Premises.

Guidance in Support of Building Regulations

Scotland

Technical Handbook 2013, Non-Domestic – Fire.

Fire Safety Design and Management

BS 9991: 2011. *Code of practice for fire safety in the design, management and use of residential buildings.*

BS 9999: 2008. *Code of practice for fire safety in the design, management and use of buildings.*

Fire Detection and Fire Alarm Systems

BS 5839-1: 2013. *Fire detection and fire alarm systems for buildings. Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises.*

BS 5839-6: 2013. *Fire detection and fire alarm systems for buildings – Code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic premises.*

BS 5839-8: 2013. *Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of voice alarm systems.*

BS 5839-9: 2011. *Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of emergency voice communication systems.*

Fire Extinguishing Appliances

BS 5306-1: 2006. *Code of practice for fire extinguishing installations and equipment on premises - hose reels and foam inlets.*



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BS 5306-3: 2009. *Fire extinguishing installations and equipment on premises - Code of practice for the commissioning and maintenance of portable fire extinguishers.*

BS 5306-8: 2012. *Fire extinguishing installations and equipment on premises - Selection and positioning of portable fire extinguishers - Code of practice.*

BS EN 3. *Portable fire extinguishers.*

BS EN 671-3: 2009. *Fixed fire-fighting systems. Hose systems. Maintenance of hose reels with semi-rigid hose and hose systems with lay-flat hose.*

BS EN 1869: 1997. *Fire blankets.*

Emergency Escape Lighting

BS 5266-1: 2011. *Emergency lighting - Code of practice for emergency escape lighting of premises.*

BS 5266-8: 2004. (BS EN 50172: 2004). *Emergency escape lighting systems.*

BS EN 1838: 2013. *Lighting applications – Emergency lighting.*

Fire Safety Signs

BS 5499-4: 2013. *Safety signs. Code of practice for escape route signing.*

BS ISO 3864-1: 2011. *Graphical symbols. Safety colours and safety signs. Design principles for safety signs and safety markings.*

BS EN ISO 7010: 2012. *Graphical symbols. Safety colours and safety signs. Registered safety signs*

BS 5499-10: 2014. *Guidance for the selection and use of safety signs and fire safety notices.*

Fixed Fire Extinguishing Systems and Equipment

BS 5306-2: 1990. *Fire extinguishing installations and equipment on premises - Specification for sprinkler systems.*

BS EN 12845: 2015. *Fixed fire-fighting systems. Automatic sprinkler systems. Design, installation and maintenance.*

BS 9990: 2015. *Non-automatic fire-fighting systems in buildings. Code of practice.*

Lightning

BS EN 62305-1: 2011. *Protection against lightning. General principles.*

BS EN 62305-2: 2012. *Protection against lightning. Risk management.*

BS EN 62305-3: 2011. *Protection against lightning. Physical damage to structures and life hazard.* BS EN 62305-4: 2011. *Protection against lightning. Electrical and electronic systems within structures.*

Miscellaneous

BS 7176: 2007 + Amendment 1: 2011. *Specification for resistance to ignition of upholstered furniture for non-domestic seating by testing composites.*



East Fife F.C. – Fire Risk Assessment

BS 7273-4: 2015. *Code of practice for the operation of fire protection measures. Actuation of release mechanisms for doors.*

BS 7671: 2008 + A3:2015. *Requirements for Electrical Installations. IET Wiring Regulations. Seventeenth Edition.*

PAS 79: 2012. *Fire risk assessment - Guidance and a recommended methodology.*

Published Guidance on Control of Contractors

Fire Prevention on Construction Sites. Fire Protection Association. Fire Safety in Construction. HSG168 (2nd edition) HSE.



EAST FIFE F.C. CONTINGENCY PLAN

Revision: June 2026



East Fife F.C. – Contingency Plan

TERMS OF REFERENCE

The purpose of this Contingency Plan is:

1. To identify and assess incidents that may occur at Bayview Stadium, Harbour View, Methil, which could impact spectator safety, staff safety, property, or normal operations.
2. To establish appropriate contingency arrangements and emergency response procedures to minimise risk, protect life, and support the safe management of any incident.
3. To ensure contingency arrangements remain current, effective and consistent with the principles contained within the *Guide to Safety at Sports Grounds (Green Guide)* and all relevant legislation and guidance.
4. To support the Club's commitment to providing a safe environment for spectators, players, officials, staff, volunteers and contractors.

AIMS

The aims of this Contingency Plan are to:

1. Provide a safe and secure environment for all persons attending or working at MGM Timber Bayview Stadium.
2. Ensure incidents are managed in a coordinated, efficient and controlled manner.
3. Protect life and minimise the risk of injury.
4. Support the safe evacuation of all or part of the stadium where necessary.
5. Minimise disruption to football operations and business continuity.
6. Restore normal operations as quickly and safely as possible following an incident.

AUTHORISATION

This Contingency Plan has been approved by the Board of Directors of East Fife Football Club and forms part of the Club's overall Safety Management System.

East Fife Football Club
Bayview Stadium
Harbour View
Methil
Fife
KY8 3RW

Signed:

Name: Liam Anderson (Chairman)

Date: 26 June 2026



East Fife F.C. – Contingency Plan

DOCUMENT REVIEW

To ensure the effectiveness of this Contingency Plan, it will be reviewed:

- Annually;
- Following any significant incident or emergency;
- Following changes to legislation, guidance or stadium operations;
- Following recommendations from the Local Authority, Police Scotland, Scottish Fire and Rescue Service or Scottish Ambulance Service.

All amendments will be recorded within the Review Record and Amendment Register.

REVIEW RECORD

Review Date	Summary of Review	Next Review
Annual reviews 2004-2025	Plan reviewed and updated as required. Stadium improvements, seating replacement, operational updates and safety arrangements incorporated where applicable.	Annual
June 2026	All arrangements reviewed and remain applicable	May 2027

EXERCISE RECORD

The Club will undertake periodic table-top and practical exercises to test the effectiveness of this Contingency Plan.

Exercise Date	Exercise Summary	Updated by
17 Jul 2010	Theory exercise covering various probable scenarios	J Donaldson
07 Aug 2010	Practical exercise covering various probably scenarios	J Donaldson
23 Jun 2011	Theory exercise covering various probable scenarios. Practical training achieved during friendly tournament prior to the start of the season	J Donaldson
07 Nov 2019	Theory exercise covering various probably scenarios	J Donaldson
12 Mar 2020	Fire Drill	J Donaldson



East Fife F.C. – Contingency Plan

DISTRIBUTION LIST

	COPY
Company Secretary, East Fife Football Club	1
Club Safety Officer, East Fife Football Club	2
Police Scotland	3
Scottish Fire and Rescue Service	4
Scottish Ambulance Service	5
Fife Council's Working Group on Spectator Safety	6
Bayview Control	7

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 - Site Description
 - Risk Profile
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 - Buildings and Services
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 - Ticket Strategy – Abandoned Fixture
 - Adverse Weather
 - Post Incident Recovery



East Fife F.C. – Contingency Plan

SECTION 1

EAST FIFE FOOTBALL CLUB

The Stadium

Address:	Bayview Stadium Harbour View Methil Fife KY8 3RW
Grid Reference:	NT380999
Telephone No:	01333 426323
Fax No:	01333 426376
Contact	Liam Anderson - Chairman John Donaldson - Club Safety Officer

Function/Description

East Fife Football Club's primary function is to play football and provide match-day hospitality. The stadium consists of a seated stand on the south side, with no other spectator accommodation. Car parks are located on the west and east sides of the stadium. Administration and training facilities operate Monday to Friday, and football matches are normally scheduled for Saturday afternoons.

Risk/Potential Hazards

The stadium has a current capacity of 1,998. Potential hazards include crowd disorder, crushing, overcrowding, pitch invasion and serious fire within the Main Stand complex. These incidents could result in significant injuries or fatalities and may require a major evacuation of the premises.

Access Point

Harbour View provides the only vehicular and pedestrian access to the stadium. The playing surface can be accessed through gates at each corner of the ground.

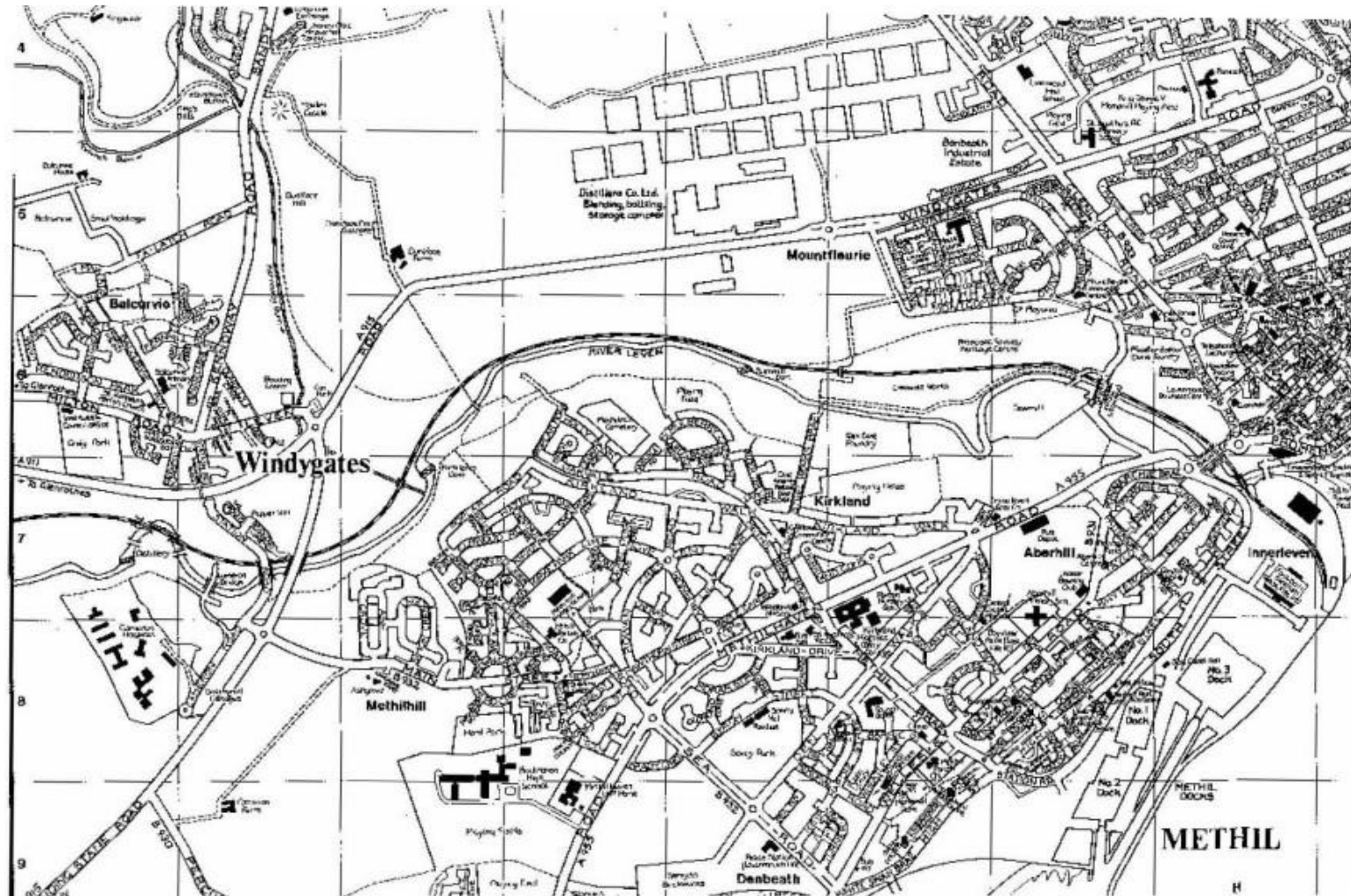
Road Access

FROM EAST	Take the A955 from Leven, cross the Bawbee Bridge, continue south on South Street, then turn east into Harbour View.
FROM WEST	Take the B931 Wellesley Road, continue north on South Street, then turn east into Harbour View.



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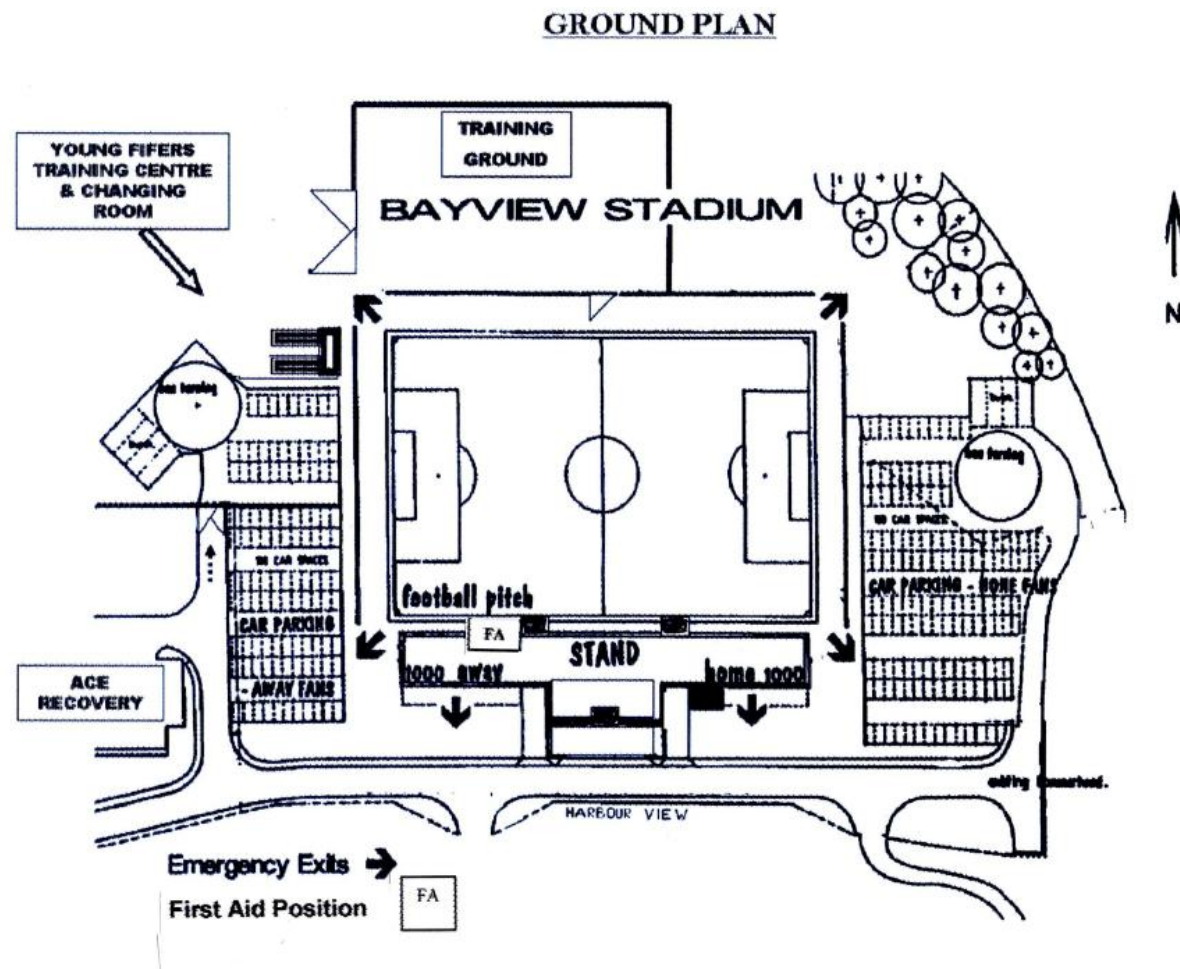
Street Plan





East Fife F.C. – Contingency Plan

Ground Plan





East Fife F.C. – Contingency Plan

SECTION 2

FIRE

Any staff member who discovers a fire must immediately activate the nearest fire alarm.

The Club Safety Officer and Match Commander will then take appropriate action to manage the incident, including evacuation where required, until the Scottish Fire and Rescue Service arrive. All staff must follow any instructions issued by the responsible officer.

If a fire is confirmed within the ground, stewards will ensure all exit gates are fully opened and secured with the bolts provided, in line with the pre-match briefing from the Club Safety Officer and/or Head Steward.

Stewards must know the location and operation of all firefighting equipment within the ground. The Head Steward is responsible for ensuring stewards under their control receive suitable information, instruction and training.

Stewards should be able to identify potential fire hazards and report them immediately to a supervisor and/or Police Officer.

Fire Alarm Activation

The fire alarm system is located in the main stand, with break-glass call points positioned throughout the building. When activated, an audible alarm will sound, and the activation point will be shown on the control panel in the main entrance foyer. The system will automatically alert the Scottish Fire and Rescue Service.

This will be supported by a manual 999 call from the Club Safety Officer or Deputy using an exchange telephone. Staff will be positioned to prepare for evacuation of the stand. If confirmation of whether a fire exists is not received within two minutes, immediate evacuation arrangements for the stand will be activated.

If fire conditions are immediately evident, evacuation procedures will begin without delay.

BOMB THREAT/SUSPECT PACKAGE

Any member of staff who receives a bomb threat or is made aware of a suspect package should immediately inform the Club Safety Officer and/or Company Secretary, who in turn should inform the Match Commander.

Prior to the turnstiles opening for any match the Head Steward and/or Club Safety Officer shall arrange for the Stewards to walk through their designated area within the stadium to check for any suspect package.

In the event of finding such a package or being made aware of same the Steward will inform the Head Steward who will in turn inform the Club Safety Officer and/or Police.

Where a police officer receives a report of a bomb threat or suspect package he/she should make a preliminary investigation and immediately inform the Match Commander of the circumstances, bearing in mind the possible presence of a secondary device. A rapid



East Fife F.C. – Contingency Plan

visual examination should be made without moving or disturbing materials. The Match Commander will instigate bomb threat assessment procedures.

RADIO/MOBILE TELEPHONE COMMUNICATIONS WILL NOT BE USED WITHIN 25M OF ANY SUSPECT PACKAGE.

Match Commander

On receipt of the information the Match Commander will consult with the Club Safety Officer and having regard to all the circumstances and measures that may already have been adopted, decide on what action to take. Fire Service Scotland will be informed of the circumstances.

Evacuation/Search

The decision to evacuate or search all or part of the Stadium will rest with the Club Management who will be advised by the Match Commander. Where a decision to evacuate is taken, Police Officers will render assistance as necessary to prevent panic and minimise obstruction. Where a search is to be carried out, officers will, at the specific direction of the Match Commander, give such assistance, as they are able to provide to search areas considered at risk.

BUILDINGS & SERVICES

Inspections and Tests 48 hours before a Match

Club Management should ensure that at least 48 hours before each match, the following structures, installations and components are inspected and tested by competent persons and the test results recorded as per Appendix 'B'

- Automatic Fire Detection & Fire Warning Systems, including repeater panels.
- Stewards' radio system.
- Emergency Telephones.
- Public Address system.
- Closed circuit television system.
- Emergency lighting systems.
- Temporary television camera platforms and gantries and other media installations.

If any of the above systems are not operating properly and if the faults cannot be rectified before the match, then this plan should provide for the use of acceptable substitute measures or, if necessary, the relevant areas of spectator accommodation will be closed.

The letter as per Appendix 'A' will be handed over personally to the Match Commander from the Club Safety Officer, prior to any match, confirming that Bayview Stadium can safely admit spectators on the date in question.

Damage to Structures

The Club Safety Officer is responsible for ensuring that before each match all structures are



East Fife F.C. – Contingency Plan

free from any damage, corrosion or deformation, which might create a potential danger to the public.

If such damage is identified remedial action should be taken before the public is allowed access to the affected area.

In addition, the Club Management will arrange for a detailed Annual Inspection of all structures, components and installations.

Power Cut or Failure

In the event of an electricity mains failure, an uninterrupted battery power supply will operate the public address system and the emergency lighting. The Club Safety Officer will test the emergency power supplies prior to any match.

Gas Leak or Chemical Incident

There is no mains gas supply to the stadium.

Chemicals are stored in the Groundsman's store situated in a lockfast room in the main stand and they are responsible for their suitable storage.

Where a chemical leak is suspected, the Club Safety Officer should advise the Fife Fire & Rescue Service, who will attend and treat it as a chemical incident.

SAFETY EQUIPMENT FAILURE

The Club Safety Officer is responsible for testing the CCTV; Public Address System and Steward's Radio System prior to any match.

If any of the above systems are not operating properly and if the fault cannot be rectified before the event the Match Commander must be advised accordingly so acceptable substitute measures can be taken if appropriate.

Turnstile Counting Mechanism

All turnstiles operate on a manual system.

Public Address System

In the event of mains power failure, the system automatically defers to a battery power back up.

Stewards' Radio System

Total failure is impossible due to the system operating on a back-to-back basis. There are sufficient spare sets.

CROWD CONTROL

Responsibility for the safety of spectators' lies at all times with the Club Management. A Police presence is required for the maintenance of public order and to prevent the commission of offences.



East Fife F.C. – Contingency Plan

Surging or Crushing

Design features have been added to prevent such occurrences whenever possible and are supplemented by Stewards and Police Officers scanning crowd behaviour. In addition, the CCTV cameras within Bayview Control Room will monitor the crowd behaviour.

In the event of any surging or crushing the Steward Co-ordinator and Match Commander will deploy staff accordingly.

Pitch Incursion

The Steward Co-ordinator and Match Commander will deploy staff to control the situation and restore order.

Late Arrivals or Delayed Start

The Match Commander will take full cognisance of crowd safety in determining whether a delayed start should be considered to accommodate late arrivals. The Match Referee will be consulted at the earliest opportunity and kept apprised of developments.

Lock Outs

A Police presence outside the stadium will be maintained after the kick-off, supplemented by CCTV monitoring of turnstile areas. In this manner, information on crowd behaviour can be analysed and appropriate actions taken by the Match Commander.

Disorder inside the Ground

The Steward Co-ordinator and Match Commander will deploy staff accordingly, seeking reinforcements if required.

The Police Officers will firmly enforce the law and immediately arrest offenders.

The relevant Club Management will implement appropriate sanctions against any offender *i.e.* ban from ground or temporary withdrawal of season ticket.

Large Scale Ticket Forgery

Any information received by the Club Management of suspected ticket forgery will be notified to the Match Commander as soon as possible.

The Match Commander will arrange for an outer cordon to be established, and Police Officers will check all tickets prior to the holder accessing the stadium. The ticket should be checked for quality, print, etc., a

In addition, the Club Safety Officer and Match Commander will closely monitor the turnstile computer and CCTV to ensure only the authorised number of spectator's access the stadium.

EMERGENCY EVACUATION

The Club Safety Officer will be responsible for dealing with most emergencies and making appropriate decisions. However, should an incident arise whereby it becomes necessary to evacuate all or part of the stadium it is the duty of the police to assist club officials and stewards in ensuring the public leaves the ground in a speedy but orderly and safe manner.



East Fife F.C. – Contingency Plan

A separate emergency plan has been prepared by the Emergency Services, in consultation with the Club Management and this will be adhered to in the event of an emergency evacuation.

TICKET STRATEGY - ABANDONED FIXTURE

The decision to abandon a match can only be made by the Match Referee.

The abandonment of a match is covered in point 4 of the Club's Ground Regulations viz.

'No refund of any cash admission charge paid at the turnstile will be made in the event of the match being abandoned after having kicked off.

In the event of an 'All Ticket' match, the price of the tickets will not under any circumstances be refunded if the match has to be abandoned after the ticket has been surrendered at the turnstile.

Where a match is abandoned before the expiry of the first half admission vouchers for the rearranged fixture will be issued to those who attend the abandoned match. The issue of such vouchers in cases where the match is abandoned after the expiry of the first half shall be a matter for the absolute discretion of the club.

ADVERSE WEATHER

Should there be any evidence the day previous to a match that the weather is likely to affect the game proceeding, checks should be carried out on the condition of the pitch and the internal / external fabric of the stadium (steps in stand, vomitories and surrounding walkways as well as the car parks and walkways surrounding the stadium. As early as possible on the day of the match all the areas affected by snow and ice should be gritted to prevent slipping hazards.

POST INCIDENT RECOVERY

This section covers the points to be considered by East Fife Football Club after a major incident within the stadium. These steps are not exhaustive but should help to ensure normal operations are achieved at the club with the minimum of disruption and delay.

To help this consideration should be give immediately to:

- Ensuring the security of the stadium as soon as possible.
- Contacting the insurance company / loss adjusters immediately.
- Making available all plans / drawings / wiring diagrams etc.
- Using parts of the stadium if possible.
- Consider an alternative venue if the stadium is un-useable.
- Informing our supporters / general public of updated information.



EAST FIFE F.C. HEALTH & SAFETY POLICY



East Fife F.C. – Health & Safety Policy

Policy Statement

East Fife Football Club Ltd is committed to providing and maintaining, so far as is reasonably practicable, a safe and healthy working environment for employees, volunteers, contractors, players, spectators, visitors and all others who may be affected by the Club's activities.

The Club will manage health and safety as an integral part of its operations, including football fixtures, training activities, hospitality, office work, maintenance, ground operations, events, contractor activity and public access to Club premises.

The Club will comply with applicable health and safety legislation, approved codes of practice and relevant guidance. In particular, the Club recognises its duties under the Health and Safety at Work etc. Act 1974 and supporting regulations, including the Management of Health and Safety at Work Regulations 1999, COSHH Regulations 2002, PUWER Regulations 1998, Work at Height Regulations 2005, Manual Handling Operations Regulations 1992, Workplace Health, Safety and Welfare Regulations 1992, DSE Regulations 1992 and RIDDOR 2013.

The Club will provide appropriate leadership, resources, information, instruction, training and supervision to enable work and activities to be carried out safely. Hazards will be identified, risks assessed and proportionate control measures implemented and reviewed.

All employees, volunteers, contractors and other persons working on behalf of the Club are expected to co-operate with this policy, follow safe systems of work, report hazards and incidents promptly, and take reasonable care for their own health and safety and that of others.

This policy will be communicated to relevant persons and made available to employees, volunteers and contractors. It will be reviewed at least annually and whenever significant changes occur.

Signed _____

Date: 26 June 2026

Chairman, East Fife Football Club



East Fife F.C. – Health & Safety Policy

Scope

This policy applies to all Club-controlled activities, locations and operations, including Bayview Stadium, offices, hospitality areas, changing areas, stands, concourses, car parks, playing and training areas, workshops, stores, grounds maintenance areas and any off-site work undertaken on Club business.

The policy applies to employees, directors, volunteers, coaches, players, matchday staff, stewards where under Club control, contractors, suppliers, visitors, spectators and any other persons who may be affected by the Club's activities.

Health and Safety Responsibilities

Board of Directors

The Board of Directors has overall responsibility for health and safety governance and for ensuring that adequate arrangements, resources and monitoring systems are in place. The Board will promote a positive safety culture, review significant risks and incidents, and ensure that this policy remains suitable and effective.

Chairman

The Chairman, on behalf of the Board, has final accountability for the Club's health and safety policy.

Stadium Controller

The Stadium Controller is responsible for day-to-day implementation of health and safety arrangements across the stadium and Club premises. This includes ensuring that premises, equipment, access routes, emergency arrangements, maintenance systems and contractor controls are suitably managed.

Club Safety Officer

The Club Safety Officer is responsible for advising on health and safety matters, supporting risk assessment, monitoring compliance, reviewing safety arrangements for fixtures and events, liaising with relevant authorities where required, and ensuring that significant safety concerns are escalated promptly.

Employees and Volunteers

Employees and volunteers must take reasonable care of their own health and safety and that of others, follow instructions and training, use equipment and personal protective equipment correctly, report hazards, defects, near misses and incidents, and avoid interfering with anything provided for health and safety.

Contractors

Contractors must comply with Club site rules, provide evidence of competence and insurance where required, share relevant risk assessments and method statements, co-operate with



East Fife F.C. – Health & Safety Policy

Club representatives and stop work where unsafe conditions arise.

Visitors, Spectators and Other Users

Visitors, spectators and other users of Club premises are expected to follow instructions, signage, stewarding directions and emergency procedures, and must not put themselves or others at risk.

Consultation, Communication and Competence

The Club will consult employees and volunteers on matters affecting their health and safety. Communication may include briefings, induction, safety notices, matchday briefings, meetings, training records and operational documentation.

All new employees, volunteers and regular contractors will receive appropriate induction before starting work or activity. Induction will cover emergency arrangements, accident reporting, welfare arrangements, site rules, relevant hazards, safeguarding interfaces where applicable, and the person to contact for health and safety matters.

Training will be provided where necessary for safe working, including role-specific training for manual handling, work at height, use of work equipment, COSHH, fire safety, first aid, food hygiene, DSE, stewarding interfaces, event safety procedures and any other activity requiring competence.

Training records will be maintained and reviewed to identify refresher training needs.

Risk Assessment and Safe Systems of Work

The Club will carry out suitable and sufficient risk assessments for activities that may create significant risk. Assessments will identify hazards, persons at risk, existing controls, further controls required, responsible persons and review dates.

Risk assessments will be reviewed when there is reason to believe they are no longer valid, following incidents or near misses, when new equipment or substances are introduced, when work methods change, before significant events, or following changes in legislation or guidance.

Safe systems of work will be developed where risks require a defined method of control. These may include written procedures, permits, method statements, checklists, supervision arrangements and emergency plans.

Matchday and event risks will be assessed in conjunction with the Club's spectator safety, contingency, emergency response and medical arrangements.

Workplace Safety and Welfare

The Club will maintain workplaces in a condition that is safe, clean and suitable for the work undertaken. This includes adequate lighting, ventilation, temperature, welfare facilities,



East Fife F.C. – Health & Safety Policy

access and egress, housekeeping, storage, waste disposal and maintenance of floors, stairs, walkways and work areas.

All work areas must be kept free from unnecessary obstruction. Spillages, damaged flooring, loose cables, defective lighting, blocked exits and other hazards must be dealt with promptly or reported to the Stadium Manager or Club Safety Officer.

Fire routes, exits, extinguishers, alarm points and emergency equipment must not be obstructed. Signs and notices must be maintained, visible and legible.

Office workstations and display screen equipment will be assessed where required. Users will be encouraged to adopt good posture, take appropriate breaks, report discomfort and request workstation adjustments where needed.

Fire Safety and Emergency Arrangements

The Club will maintain fire safety arrangements appropriate to the premises and activities. Fire risk assessments will be reviewed regularly and significant findings acted upon.

Fire precautions will include suitable alarm systems, emergency lighting where required, fire detection where required, maintained firefighting equipment, clear escape routes, signage, evacuation procedures, staff training and periodic drills or exercises.

Only persons who have been trained and who can do so without putting themselves or others at risk should attempt to use firefighting equipment. Evacuation, raising the alarm and preserving life must take priority over property protection.

Emergency arrangements will address foreseeable incidents including fire, medical emergency, crowd-related incidents, severe weather, loss of utilities, structural concerns, security alerts, suspect packages, violence or aggression, and any other incident relevant to Club operations.

Accident, Incident and Near-Miss Reporting

All accidents, injuries, work-related ill health, dangerous occurrences, near misses, violence, aggression and property damage incidents must be reported as soon as possible to the relevant manager, Stadium Manager or Club Safety Officer.

Accidents and near misses will be recorded, investigated proportionately and reviewed to identify root causes and corrective actions. The aim of investigation is to prevent recurrence, not to allocate blame.

The Club will comply with RIDDOR 2013 reporting requirements. The responsible person will ensure that reportable deaths, specified injuries, over-seven-day injuries, occupational diseases and dangerous occurrences are reported to the relevant enforcing authority within the required timescales.

First-aid arrangements will be maintained in accordance with assessed needs. First-aid equipment must be accessible, stocked and checked periodically.



East Fife F.C. – Health & Safety Policy

Work Equipment, Machinery and Electrical Safety

Work equipment will be suitable for its intended use, maintained in safe condition and used only by persons who are competent and authorised. Equipment must be inspected where required and defects reported immediately.

The Club will apply the requirements of PUWER to work equipment and will ensure that guarding, emergency stops, isolation, maintenance and user training are considered where relevant.

Electrical systems and portable electrical equipment will be managed to reduce risk. Portable appliance testing (PAT), visual checks and fixed electrical inspections will be arranged according to risk, use and relevant guidance. Defective electrical equipment must be taken out of use until repaired or replaced.

Grounds maintenance machinery and tools must be stored securely, used according to manufacturer instructions and maintained in accordance with inspection and servicing schedules.

Hazardous Substances and COSHH

The Club will assess substances hazardous to health before use and will implement suitable control measures. Hazardous substances may include cleaning chemicals, paints, fuels, oils, pesticides, fertilisers, disinfectants, maintenance products and other substances used in Club operations.

Safety data sheets will be obtained where relevant and COSHH assessments will identify hazards, exposure routes, persons at risk, storage arrangements, ventilation, personal protective equipment, emergency measures and disposal requirements.

Hazardous substances must be clearly labelled, stored securely and used only by trained or instructed persons. Substances must not be decanted into unlabelled containers. Spillages must be dealt with promptly and safely.

Manual Handling

The Club will avoid hazardous manual handling where reasonably practicable. Where manual handling cannot be avoided, tasks will be assessed and risks reduced through planning, mechanical aids, team handling, route clearance, load reduction and training.

Persons undertaking manual handling should consider the task, individual capability, load and environment before lifting, carrying, pushing or pulling. Employees and volunteers must not attempt to move loads that are beyond their capability or where the route is unsafe.

Any manual handling injury, discomfort or concern must be reported promptly so that the task can be reviewed.



East Fife F.C. – Health & Safety Policy

Work at Height

Work at height will be avoided where possible. Where it cannot be avoided, it must be properly planned, supervised and carried out using suitable equipment and competent persons.

Ladders, stepladders, access equipment, platforms and roof access must only be used where appropriate and after risks have been assessed. Equipment must be inspected before use and any defective equipment removed from service.

Contractors undertaking work at height must provide suitable risk assessments, method statements and evidence of competence before work begins.

Contractors, Maintenance and Premises Control

The Club will assess and manage contractors to ensure that work is carried out safely and without unacceptable risk to Club personnel, visitors or the public. Contractor controls may include pre-qualification checks, insurance review, induction, permits, risk assessments, method statements, supervision and completion checks.

Maintenance defects affecting safety must be reported promptly and recorded. Urgent defects that present immediate danger must be isolated, cordoned off or otherwise made safe pending repair.

Access, egress, utilities, seating, barriers, stands, signage, lighting, welfare areas, kitchens, stores and spectator areas will be checked and maintained as appropriate to their use.

Matchday, Event and Spectator Interface

Football fixtures and events will be planned to protect the health and safety of employees, volunteers, players, officials, spectators, contractors and emergency responders.

Event planning will consider crowd movement, access and egress, stewarding interfaces, medical provision, fire safety, emergency evacuation, weather, communications, disabled access, security concerns, contractor activity, temporary structures and other foreseeable risks.

This policy should be read alongside the Club's Spectator Safety Policy, Contingency Plan, Emergency Response Plan, Medical Risk Assessment, Fire Risk Assessment and any event-specific risk assessments.

Violence, Aggression and Conflict Management

The Club recognises that employees, volunteers and matchday personnel may be exposed to verbal abuse, aggression or threatening behaviour. Such behaviour is not acceptable.

Personnel should remain calm where safe to do so, avoid escalating conflict, seek support early, move to a place of safety if threatened and contact emergency services where there is an immediate risk of harm.



East Fife F.C. – Health & Safety Policy

Incidents of violence, aggression, abuse or threatening behaviour must be reported and recorded. The Club will review such incidents and take appropriate action to protect personnel and visitors.

Environmental Management

The Club will seek to reduce environmental impact where reasonably practicable and where this supports safe operations. Measures may include responsible waste management, safe storage and disposal of fuels and oils, spill prevention, efficient use of water and energy, recycling where available and responsible purchasing.

Environmental hazards such as spills, contamination, waste accumulation or unsafe storage must be reported promptly.

Monitoring and Review

The Club will monitor health and safety performance through incident reviews, training records, maintenance records, risk assessment reviews, contractor monitoring, event debriefs and management review.

Corrective actions will be recorded, allocated to responsible persons and reviewed for completion. Significant findings will be escalated to the Board or relevant senior manager.

This policy will be reviewed annually and whenever significant changes occur, including changes to premises, operations, staffing, legislation, guidance, incident trends or organisational arrangements.

Related Documents

- Contingency Plan
- Emergency Response Plan
- Spectator Safety Policy
- Fire Risk Assessment
- Medical Risk Assessment
- Event Risk Assessments
- COSHH Assessments
- Contractor Risk Assessments and Method Statements
- Accident and Near-Miss Records
- Training Records

This policy is a living document and must be applied, communicated and reviewed as part of the Club's normal management of health and safety.



East Fife F.C. – Health & Safety Policy

REVISION HISTORY

Revision	Reviewed By	Changes
February 2025	J Donaldson	First Issue
June 2025	L Anderson	Complete re-write throughout



EAST FIFE F.C. STATEMENT OF INTENT

Revision: June 2026



East Fife F.C. – Statement of Intent RESTRICTED WHEN COMPLETE

Football Club Details

East Fife Football Club and the Police Service of Scotland

The purpose of this Statement of Intent is to establish the division of responsibilities and functions between Police Service of Scotland and East Fife Football Club, if there is to be a police presence in or at the football stadium.

This Statement of Intent has been designed in accordance with the 'Final Enquiry Report of the Right Honourable Lord Justice Taylor in to the Hillsborough Disaster' (Recommendation 11) and also the 'Guide to Safety at Sports Grounds 5th Edition'.

It is emphasised that the Statement of Intent is a management statement and is not a legal document. It does not create a legally binding contract or agreement between Police Service of Scotland and East Fife Football Club, and it does not constitute a conscious or implied request for police services.

Responsibilities of the Football Club

Responsibility for spectator safety lies at all times with the ground management. Consequently, all aspects of the running of the event will be the sole responsibility of East Fife Football Club.

The Safety Officer (or the Deputy Safety Officer in his/her absence) is recognised as being in overall control of operational safety management issues on event day and must have the authority to make safety related decisions without having to refer to senior management or board members.

The Safety Officer should be directly accountable to the person with ultimate responsibility for safety (invariably the named individual to whom the General Safety Certificate under the Safety of Sports Grounds Act 1975 is issued to) to whom the right of direct access is essential.

Responsibilities of Police Service of Scotland

The Police Service of Scotland will assist East Fife Football Club in ensuring the safety of those attending the event. Responsibility for maintaining public order, preventing and detecting crime and enforcing legislation remains with the Police Tactical Football Commander. Where a Temporary Traffic Regulation Order (TTRO) has been applied for and granted to the club, the police may assist in the management of such arrangements.



East Fife F.C. – Statement of Intent RESTRICTED WHEN COMPLETE

Match Debrief Plan and Working Relationship

Following each fixture, as part of the match operations process, there should be a match debrief meeting involving the Safety Officer, or Deputy Safety Officer in his/her absence, with the Police Tactical Commander to review the match operation and identify and agree any points for inclusion in subsequent match planning. For Category C and Category C-IR matches, this should occur within a matter of hours after the match, whereas for other categories of match it may be possible, with the mutual agreement of both parties, for meetings to be held on a regular basis (e.g. monthly) where a review is undertaken of the recent matches held since the last debrief meeting and the planning can be undertaken for the next match(es). Through discussion between the Safety Officer and the Police Tactical Commander a meeting plan, recognising the obligations and responsibilities for match safety, can be agreed.

Variation as to Primacy

In the event of an incident reaching a critical stage beyond the capacity of East Fife Football Club to address the situation, the following protocol regarding primacy will be adopted:

If the Safety Officer decides the situation is beyond the capacity of the Club, then he/she will verbally inform the Police Tactical Football Commander, who will then assume primacy; or

If the Police Tactical Football Commander decides that a situation has reached a critical stage and requires the immediate intervention of police resources, then he/she will verbally inform the Safety Officer that the Police Service of Scotland require to assume primacy and will work with East Fife Football Club to address the situation.

Once the incident has been dealt with and normality has been restored, the Police Tactical Football Commander will verbally inform the Safety Officer, that primacy has been relinquished by the Police Service of Scotland and the Safety Officer will re- assume primacy.

In any case, any situation and circumstances made will be fully documented in the policy log (invariably the Police Command and Control system incident) together with the rationale behind any decisions made.

Close continuous consultation between the Safety Officer and the Police Tactical Football Commander during the event is paramount, however any variation in primacy requires to be formalised in writing and documented in the Variation of Primacy Agreement in **Appendix A**.



East Fife F.C. – Statement of Intent RESTRICTED WHEN COMPLETE

Club Safety Officer Details	
Name (block capitals)	
Signature	
Designation	
For and on behalf of East Fife Football Club	

Police Officer Tactical Commander Details	
Name (block capitals)	
Signature	
Rank	
For and on behalf of Police Scotland	

Variation of Primacy Agreement	
Any variations as to the division of responsibility will be agreed in writing between the Safety Officer, East Fife Football Club and the Police Tactical Commander, Police Service of Scotland	
Date	
Fixture	
Stadium	
Competing Teams	
Safety Officer	
Police Tactical Football Commander	
Note: Due to the dynamics of any situation developing, and after verbal agreement is given, this variation of primacy agreement and any subsequent policy log can be formally completed after the incident has been dealt with and normality restored.	

Variation from Club to Police
The name of the Safety Officer and the name of the Police Tactical Commander should be recorded in the appropriate box when a match is handed over, together with the time and the reason(s) for the decision to do so (insert brief details of incident e.g. large scale disturbance in the Lower West Stand).



East Fife F.C. – Statement of Intent RESTRICTED WHEN COMPLETE

Details of Variation of Primacy			
Hand over Time	Handed over by	Handed over to	Reason (s)
Primacy returned at (Time)	Handed over by	Handed over to	Normality Restored (Summary & Time)
Hand over Time	Handed over by	Handed over to	Reason (s)
Primacy returned at (Time)	Handed over by	Handed over to	Normality Restored (Summary & Time)
Hand over Time	Handed over by	Handed over to	Reason (s)
Primacy returned at (Time)	Handed over by	Handed over to	Normality Restored (Summary & Time)
Hand over Time	Handed over by	Handed over to	Reason (s)
Primacy returned at (Time)	Handed over by	Handed over to	Normality Restored (Summary & Time)

The above reflects the major issues that occurred during the course of the match and which resulted in the variation of primacy which took place on this day.

Club Safety Officer Details

Name (block capitals)

Signature

Safety Officer, East Fife Football Club

Police Officer Tactical Commander Details

Name (block capitals)

Signature

For and on behalf of Police Scotland



EAST FIFE F.C. PRE-MATCH GROUND INSPECTION

Revision: June 2026



East Fife F.C. – Pre-Match Ground Inspection

East Fife v _____

Date: _____

Area to be checked		Date Checked Pre-Match.	Faults/Problem	Date Checked Post-Match.	Faults/Problem	Fixed by
Pre Match Checks – 48 hrs before.						
Emergency Lighting.						
Fire Alarm System.						
Sound System.						
Radios Charged.						
Radio Checks.						
Emergency Gates	1					
	2					
	3					
	4					
Exit Gates	1					
	2					
	3					
	4					
Turnstiles	1					
	2					
	3					
	4					
CCTV Monitor	1					
	2					
	3					
	4					



East Fife F.C. – Pre-Match Ground Inspection

Area to be checked	Date Checked Pre-Match.	Faults/Problem	Date Checked Post-Match.	Faults/Problem	Fixed by
Pre Match Checks – 24 hrs before.					
Roofing					
Guttering					
Walkways					
Segregation					
Toilets – Gents					
Toilets – Ladies					
Toilets – Disabled					
Stand Seating					
Stand Lighting					
Signage					
Steward's Coats/Bids					
Rubbish Bins					
Fire Extinguishers					
Emergency Telephones					
Disabled Bays					
Pitch Perimeter					
Car & Bus Park					
Stadium Walkways					
Car Parks					



EAST FIFE F.C. MATCH RISK ASSESSMENT



East Fife F.C. – Match Risk Assessment

Risk Assessment Form (Example)

LOCATION:	Bayview Stadium	DATE:	01/02/22	REF No:	EFFC 2022/23-021
AREA:	Bayview Stadium including Home & Away Car Parks and surrounding walkways.	RISK ASSESSMENT TEAM			
TASK DESCRIPTION: Match Day Risk Assessment v Queen's Park – 19/02/22		John Donaldson		Safety Officer	
		Liam Anderson		Chairman	
REFERENCES AND OTHER RELEVANT INFORMATION: E.g. Emergency Provisions / Competency requirements. Guide to Safety at Sports Grounds (The Green Guide)			CONFIRMED ALARP APPROVED BY:		
			NAME (PRINT):	John Donaldson / Liam Anderson	
			SIGNATURES:		
			POSITION:	Safety Officer / Chairman	
			DATE:	01/02/2022	



East Fife F.C. – Match Risk Assessment

TASK ACTIVITY / DESCRIPTION	HAZARD DESCRIPTION	HAZARD EFFECT	INITIAL RISK			LIST ALL CONTROL MEASURES REQUIRED	PER RESP.	RESIDUAL RISK			ALARP	ACTION CLOSED?
			H	P	R			H	P	R		
Football Match	Fire	Possible Fatalities	H	M	H	The contingency and emergency plans cover the areas below: - Smoke detectors sited within vulnerable areas of the stadium. - The Fire Detection system message will activate throughout the stadium. - A back up message can be sent from the control centre. - The stadium has a Safety Certificate from the council, and all plans and systems checked out. - The Fire Detection system is connected to the local Fife Fire Brigade call out system. - The club stewards have been trained in evacuating the stadium. - All emergency systems have been checked prior to the event.	Club Safety Officer	H	L	M/L	Y	Yes
Football Match	Bomb Threat	Possible Fatalities	H	M	H	Contingency and emergency plans cover the areas below: - The stadium is inspected before each match. - The Fire Brigade call out time is within 5 minutes. - Stewards / Police are trained to deal with such events.	Club Safety Officer	M	L	M/L	Y	Yes



East Fife F.C. – Match Risk Assessment

TASK ACTIVITY / DESCRIPTION	HAZARD DESCRIPTION	HAZARD EFFECT	INITIAL RISK			LIST ALL CONTROL MEASURES REQUIRED	PER RESP.	RESIDUAL RISK			ALARP	ACTION CLOSED?
			H	P	R			H	P	R		
Football Match	Damage to structure	Personnel injury	M	L	M	- Contingency and emergency plans cover this eventuality - The stadium structure is inspected prior to each match. - Stewards should be vigilant to notice such damage early. - Staff are available to deal with such problems.	Club Safety Officer	M	L	M/L	Y	Yes
Football Match	Loss of Electricity Supply	Loss of supply to essential services	H	L	M	A UPS back up source of power is available for everything but floodlights.	Club Safety Officer	M	L	M/L	Y	Yes
Football Match	Loss of CCTV System	Loss of remote access / back up film to all areas of the stadium both inside and out.	M	L	M	- This system is checked 2 days before the match and in the majority of cases would be fixed before the match. - If this should not be possible the police should be informed and extra stewards sought for the match.	Club Safety Officer	M	L	M/L	Y	Yes
Football Match	Loss of Public Address System	Loss of means of communications with crowd in case of emergency.	H	L	M	- This system is checked 2 days before the match and in the majority of cases would be fixed before the match. - A back up battery operated microphone system is available.	Club Safety Officer	M	L	M/L	Y	Yes



East Fife F.C. – Match Risk Assessment

TASK ACTIVITY / DESCRIPTION	HAZARD DESCRIPTION	HAZARD EFFECT	INITIAL RISK			LIST ALL CONTROL MEASURES REQUIRED	PER RESP.	RESIDUAL RISK			ALARP	ACTION CLOSED?
			H	P	R			H	P	R		
Football Match	Loss of Radio System	Loss of communications between stewards and the control centre.	M	L	M	- Radios are kept on trickle charge. - Radios are checked 2 days prior to match in majority of cases they will be repaired before match. - If this is not the case one extra steward will be sought to act as a runner.	Club Safety Officer	M	L	M/L	Y	Yes
Football Match	Overcrowding	Personnel injury	H	H	H	Every 15 minutes a steward will update the Safety Officer with the turnstile returns.	Club Safety Officer	H	L	M	Y	Yes
Football Match	Crowd Surging	Personnel injury	M	L	M	- Contingency and emergency plans cover this eventuality - Stewards are trained to recognize this starting and how to deal with it. - Because of all-seating arrangements this is unlikely - to be a danger.	Club Safety Officer	M	L	M/L	Y	Yes
Football Match	Crowd Unrest	Fighting / Personnel injury Possibility of persons being banned prior to the game	M	L	M	- Spectators are segregated. - If there is any conflict stewards will be stationed between home and away fans at the barriers. - Persons to be spoken to before they enter the building. - Any signs of trouble and stewards to escort them from - the club premises.	Club Safety Officer	M	L	M/L	Y	Yes



East Fife F.C. – Match Risk Assessment

TASK ACTIVITY / DESCRIPTION	HAZARD DESCRIPTION	HAZARD EFFECT	INITIAL RISK			LIST ALL CONTROL MEASURES REQUIRED	PER RESP.	RESIDUAL RISK			ALARP	ACTION CLOSED?
			H	P	R			H	P	R		
Football Match	Racial / Sectarian / Anti- Social Behaviour.	Bad publicity against the club.	M	L	M	- A public address system message will be issued before each match denouncing this type of behaviour - A section in each match programme and season tickets states the club stance on this type of behaviour. - Stewards are trained to deal with this type of behaviour.	Club Safety Officer	M	L	M/L	Y	Yes
Football Match	Pitch Incursions.	Danger to the players and officials.	M	L	M	- It is recognised that this will only happen at certain types of games / times of the season. - The Stewards are trained to recognise this happening and how to deal with it. - The chief steward will accompany the match officials and / or players up the tunnel to their dressing rooms as soon as possible if necessary. - Stewards are positioned to ensure that supporters are kept separate from players and officials.	Club Safety Officer	M	L	M/L	Y	Yes



East Fife F.C. – Match Risk Assessment

TASK ACTIVITY / DESCRIPTION	HAZARD DESCRIPTION	HAZARD EFFECT	INITIAL RISK			LIST ALL CONTROL MEASURES REQUIRED	PER RESP.	RESIDUAL RISK			ALARP	ACTION CLOSED?
			H	P	R			H	P	R		
Football Match	Use of flares or smoke bombs.	- Burns. - Inhalation of fumes. - Stoppage to play.	H	M	M	- Good search techniques prior to the game. - Stewards trained to deal with them. - Use of proper PPE, goggles and gloves. - Availability of sand and shovels. - There is a strategy on how to deal with exposure either in - stand or on pitch.	Club Safety Officer	H	L	M	Y	Yes
Football Match	The Car Parks at both ends of the stadium & the roadway outside the stadium.	- Damage to cars or injury to personnel. - Blockage of road at Harbour Wynd.	M	L	M	- These areas will have been inspected the day prior to the match. - Stewards will fill and empty the car parks prior to and after the game. - Stewards/police/traffic wardens may be positioned outside the stadium and on the main road 15 minutes before the end of the game to ensure it the car parks are cleared as quickly and safely as possible. “No Parking” cones to be sited on Harbour Wynd so supporters us the car parks and do not block the road.	Club Safety Officer	M	L	M/L	Y	Yes



East Fife F.C. – Match Risk Assessment

TASK ACTIVITY / DESCRIPTION	HAZARD DESCRIPTION	HAZARD EFFECT	INITIAL RISK			LIST ALL CONTROL MEASURES REQUIRED	PER RESP.	RESIDUAL RISK			ALARP	ACTION CLOSED?
			H	P	R			H	P	R		
Football Match	Inclement weather.	Injury to supporters and officials.	M	L	M	- If rainy the concrete down the vomitories can become slippery, these areas have recently been pressure jetted and will not now cause a problem for some time. - Any icy areas inside or out- side the stadium will be salted. - We have sufficient doctors or - FA personnel to deal with any eventuality quickly.	Club Safety Officer	M	L	L/M	Y	Yes

Conclusion: Whilst there are a number of hazards / risks that could cause damage to the fabric of the stadium, injury to personnel or bad publicity to the club these can safely be managed with controls in place to reduce the probability of these risks being realised.

It must be noted that with this type of risk rating system because the Hazard Effect in some instances is high it is impossible to reduce the risk to Low but in most cases the risk can be described as M / L or L / M rather than medium.



EAST FIFE F.C. MATCHDAY BRIEF AND DE-BRIEF



East Fife F.C. – Matchday Brief and De-Brief

Example

1. Match Information

East Fife v Arbroath

Date.	09/03/22
League / Cup / Friendly.	League
Turnstiles open.	1400hrs
Anticipated attendance.	450-500
Kick Off.	1500hrs
Tickets / Cash.	Cash
Television cameras.	No
Match Classification (A,B,C).	CS
Police Attendance.	No

2. Pre-Match Intelligence

Information from Clubs	No notice of probable trouble.
Information from Police	No notice of probable trouble.
Information from previous matches	No notice of probable trouble.

3. Stewarding

Club Safety Officer	John Donaldson
Head Steward	Jennie Ferrier Kisby
CCTV Controller	Andy McGonigal
No of SIA badged stewards	4
Number of SIA stewards (others)	6

4. Policing

Duty Sergeant (Levenmouth)	PS Plod
Direct Contact Number	01592 418920 / 418950
Match Commander if required	As Above

5. Briefings

Time of Referee Briefing.	1400hrs
Person Carrying out Briefing.	John Donaldson
Referee.	Barry Cook
Assistant 1	David Watt
Assistant 2	William Cowie
4 th Official	N/A
Referee Observer / SPFL Delegate	N/A



East Fife F.C. – Matchday Brief and De-Brief

6. Briefing Notes

Estimated Crowd Numbers	Home: 400 Away:100
Television Coverage	No
Segregation Areas	None
Ejections: • Consult supervisor first. • Do not manhandle if not badged. • Ensure back up present. • Get CCTV coverage for evidence. • Get details of person ejected. • Do not escort person ejected in front of opposing supporters. • Police will arrange for prisoner transport from ground to station. Match Policies: • No Flags or banners which cause annoyance/ obstruction allowed. • Supporters to remain seated. • Controlled containers: Only sealed soft drinks cartons allowed. <u>No bottles.</u> • Racist Behaviour. • Foul Language / Abusive Behaviour. • Smoking Areas. • Flares / Smoke Bombs Steward Specific Policies: • Stand and stadium areas to be searched prior to the game. • Watch the spectators not the game. • Stand in area so as not to obstruct spectators' view. • Stewards to highlight possible problems to control quickly. • Prevent spectators from congregation at exit areas/stairwells. • When instructed open gates, notify control gates are open. • Chief Steward to escort officials from the pitch at half time and end of match.	



East Fife F.C. – Matchday Brief and De-Brief

Evacuation: • Safety Officer Eris message. • Exit Gates.	• Potential Evacuation: Safety Officer Eris to report to the control room • Emergency Over: Safety Officer Eris no longer required. • Ensure the gates are opened at the first indication of an emergency. • Spectators may be evacuated directly onto the pitch area if required.
Communications: • Radios	• No chattering on radio. Channel to be confirmed by radio check prior to the game. • Update control on developing incidents / traffic build up / parking problems etc. • Keep alert for radio messages from others.
Dress: • Appearance • Behaviour • Weather	• Company / Club reflective jackets to be worn with accreditation displayed. • Black ties, dark trousers and shoes to be worn. • Polite but firm. • Explain to stewards to keep and alert for possible slippery areas or people who have fallen and hurt themselves. Icy areas to be gritted. • Ensure the same happens in the car parks and that no cars block the main approach road to the stadium.



East Fife F.C. – Matchday Brief and De-Brief

Debrief:

- Problems observed with the structure / fabrication or fittings of the stadium.
- Issues arising from the movement, location or conduct of spectators.
- Any breaches of ground regulations.
- Feedback from staff or spectator on the operation of our policies or procedures.
- Any factors likely to affect the identification of hazards or the result of the risk assessment.
- Miscellaneous.

This document to be completed by EFFC and kept on file.