

NORTHWOLD RECREATION GROUND SAFETY POLICY



REVISION 1

Document Number: NWPC-PO-004-002	Northwold & Whittington Parish Council	Date: 28/10/2025
Completed by: Stephen Lawrence	AIOSH Member: 244082	Revision Date: 28/04/2026

1. Key Security Principles

- It is governed by UK Legislation under the Safety at Sports Act 1975
- It is governed by Fire Safety and Safety of Places of Sport Act 1987
- It will require a proactive risk management identifying and assessing security risks, implementing preventative measures to mitigate potential threats.
- Employing a combination of security measures when holding public events to create a robust security framework.
- Address all aspects of security, including personnel, access, equipment and information when holding public events and sports events.
- Collaborate and communicate between the Parish Council and stakeholders to ensure a robust security management.
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2. Aims of the policy

- **Protect** Northwold Parish Council assets, including personnel, materials, equipment and information
- **Prevent** theft, vandalism, unauthorised access and other security incidents.
- **Ensure** the safety and security of the public and those attending the recreation ground.
- **Comply** with all relevant security legislation, regulations and HSE guidance.
- **Mitigate** the risk of terrorism and other malicious acts.
- **Promote** a security-conscious culture between the parish council and stakeholders.

3. Scope

The policy applies only to the Northwold Recreation ground including:

- PSPO play area
- The communal play area
- The Bowls Club
- The Tennis Club
- The Northwold Football Club
- The Sports and Social Club
- All seating areas located within the recreation ground.

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This will apply to any new buildings, refurbishment and regeneration of any buildings, the maintenance and improvements to any structure and demolition of any structure.

4. Policy Approach

4.1 General Principles

Northwold and Whittington Parish Council has a risk-based approach to security when social events are conducted on the recreation ground. This involves systematically identifying, assessing, and mitigating potential security threats throughout the calendar year. This proactive approach ensures that security measures are proportionate to the specific risks, safeguarding organisers, contractors, volunteers, the public, and any assets. The measures and categories of security that need to be addressed are set out in the following sections

4.2 Security Measures

- **Access Control:** Implement measures to control access to recreation ground during events, including perimeter fencing, gates, and access points. This may involve enhanced measures to comply with the Terrorism (Protection of Premises) Act.
- **Site Surveillance:** Utilise CCTV, marshalling and other monitoring systems to deter and detect security breaches.
- **Security Personnel:** Deploying any trained security personnel where necessary to enforce security procedures and respond to incidents during events. This may include personnel trained in counter-terrorism awareness and response.
- **Material and Equipment Security:** Securely store and manage materials, equipment, and tools to prevent theft and vandalism.
- **Prevention of Terrorism:** Implement measures to mitigate the risk of terrorism, including vehicle barriers, screening of personnel, and vigilance for suspicious activity. This should be aligned with the requirements of the Terrorism (Protection of Premises) Act and any specific guidance from local authorities.
- **Security of Machinery:** Implement specific security measures for high-value machinery.

4.3 Security Categories

This policy addresses security across a comprehensive range of categories, including:

4.3.1 Physical Security

Measures designed to prevent unauthorised physical access, protect assets, and deter criminal activity.

- **Perimeter Security:** Establish a secure perimeter around the recreation ground using fencing, barriers, and natural boundaries. Implement measures to prevent unauthorised entry, such as regular patrols and intrusion detection systems.
- **Access Control:** Control access to the recreation ground through designated entry and exit points. Use measures such as security personnel, turnstiles, or electronic access systems to verify authorisation. Maintain a log of all site visitors and personnel.

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- **Site Surveillance:** Considering employing CCTV cameras strategically to monitor the recreation ground and deter criminal activity. Ensure proper lighting to enhance visibility and surveillance effectiveness.

4.3.2 Personnel Security

Measures to ensure that only authorised personnel have access to the site and that they are aware of security procedures.

- **Security Training:** Provide security awareness training to all personnel to educate them about security procedures, potential threats, and how to respond to security incidents. This should include training on the Terrorism (Protection of Premises) Act requirements and counter-terrorism awareness.

4.3.3 Material and Equipment Security

Measures to protect materials, equipment, and tools from theft, damage, or misuse.

- **Storage and Inventory Management:** Securely store materials and equipment in designated areas with appropriate access controls. Maintain an accurate inventory of all assets.
- **Marking and Identification:** Mark or tag all valuable materials and equipment with unique identifiers to deter theft and aid in recovery.

4.3.4 Procedural Security

Measures that define processes and procedures to enhance security and respond to incidents.

- **Emergency Response:** Develop and practice emergency response procedures for various security incidents, such as theft, fire, or intrusion.
- **Security Awareness Training:** Conduct regular security awareness training to keep personnel informed about security procedures, potential threats, and best practices.

5. Reporting and Review

- **Security Incident Reporting:** All security incidents, including theft, vandalism, unauthorised access, and suspicious activity, must be reported and investigated promptly.
- **Regular Reporting:** Organisers and any security personnel will submit regular security reports, outlining security performance, any incidents encountered, and corrective actions taken.
- **Performance Reviews:** Conducted reviews at events for overall security performance and identify any necessary adjustments to security measures.
- **Annual Review:** This policy will be reviewed annually and updated as needed to ensure it remains relevant and effective.

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6. Continuous Improvement

- Northwold and Whittington Parish Council is committed to continuous improvement in event security. Feedback from security incidents, audits, and performance reviews will be used to identify areas where improvements can be made.
- Lessons learned from previous events will be shared across all stakeholders to prevent recurrence of security issues and promote best practices.

7. Resident Engagement

Where relevant, stakeholders organising events will engage with residents and communities to inform them and address any security concerns.

8. Relevant Legislation

This policy is developed in accordance with relevant UK legislation and regulations, including but not limited to:

- The Health and Safety at Work etc. Act 1974
- The Construction (Design and Management) Regulations 2015
- The Private Security Industry Act 2001
- The Protect Freedoms Act 2012
- The Counter terrorism and Security Act 2015
- The Terrorism (Protection of Premises) Act 2025 (Martyn's Law)

Reviewed by:	
Approved by:	
Date:	