**Appendix A: Specification for Fire and Safety Officer Services for London Stadium Events**

**INTRODUCTION**

The London Stadium General Safety Certificate and Special Safety Certificates require suitably trained Fire and Safety Officers (FSO’s) to carry out pre-event fire and safety checks, proactive patrolling and responding to fire alarm actuations or reports of fire/smoke. Your company must have relevant experience from similar venues to the London Stadium

Fire and Safety Officers will also undertake initial accident and near miss investigations on event days, including responding to incidents, reporting to control, assisting with cordon / stabilisation, call for resources / equipment, gather photographs / video of the scene, interview witnesses, note all involved parties and write incident reports as appropriate. Suitable training will be provided to assist with this aspect of the role.

The successful provider will also propose and supply Fire Marshal Training for non-event days for up to 100 staff and contractors per annum.

The successful provider must supply trained and experienced fire and safety personnel and carry employers and public liability insurance of £5m.

As Fire and Safety Officers on event days they will:

* undertake pre event checks as directed
* carry out patrols to seek and search in each quadrant, hospitality and lower ground
* carry out dynamic fire risk assessments and report to control
* liaise with local fire services as directed by the Stadiums Event Control Room
* investigate incidents, accidents and near misses
* work with event day staff to ensure proactive fire and safety measures are inplace
* assist with fire and safety education and audits

As Fire Safety and Officers on non event days they will:

* train staff on basic fire safety, including: the fundamentals of fire safety, fire prevention, use of different fire extinguishers and evacuation roles and drills

The Contract will be for a minimum of a three-year period with a maximum of five years, and the agreement will require a further option to extend with committed product support periods defined. There is no guarantee of work at each event – each event will be on an event by event purchase order basis with two weeks advance booking notice.

**LONDON STADIUM**

London Stadium is a 60,000 multi-event venue in the heart of the Queen Elizabeth Olympic Park. The venue hosts Premier League football, international athletics, Major League Baseball, international rugby, Concerts and a range of conferences and community events.

On average the stadium hosts c.30 events per annum, indicatively split:

* 20-25 Premier League football attracting 60,000 spectators to each event;
* 4-10 Concerts attracting 60,000-80,000 spectators to each event;
* 2 Athletics events attracting up to 50,000 spectators to each event;
* 0-2 Major League Baseball attracting 60,000 spectators to each event;
* 1-2 Rugby matches attracting 50,000 spectators to each event

In years where a Major Championships is staged the venue may host up to 60 event days.

The event management plan for each event varies, and the Contract requires services for all events. The pricing submission requested is for the football event management plan as that is the most frequent event.

**LONDON STADIUM GOVERNANCE**

London Stadium is owned by The London Legacy Development Corporation (“LLDC”), a Mayoral Development Corporation established under the Localism Act 2011. The LLDC’s main objective is to ensure the legacy of the 2012 Games and the regeneration of the Queen Elizabeth Olympic Park and the other adjacent and associated areas for which it is responsible.

LLDC has four Priority Themes, which run through all of its policy areas and are intended to reflect its social, economic and environmental purposes, define its contribution to the shared objective of ‘Convergence’ and to shape and drive its whole work programme:

* Promoting Convergence and community participation;
* Championing equalities and inclusion;
* Ensuring high quality design; and
* Ensuring environmental sustainability;

The Contractor must provide services in line with these policies and contribute to all four themes.

**FIRE and Safety Officers**

The Contractor will be required to provide the services on all Stadium event days.

The Contractor will attend as required by the Event Management Plan and will report to the Director of Health Safety & Compliance / Safety Officer.

The current business as usual football event plan for 60,000 spectators currently requires the following resources:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Fire Marshals** | **Number** | **Start** | **Finish** | **Hours** | **Rate** | **Total** |
| Fire Assessor | 1 | 10:00 | 19:00 | 9 |  |  |
| Fire Team Supervisors | 2 | 10:00 | 19:00 | 9 |  |  |
| Fire Marshals | 12 | 11:00 | 19:00 | 8 |  |  |
|  |  |  |  |  |  |  |

The exact number of required personnel may change depending on the Event Management Plan, the Safety management Plan and event risk profile. For example, the current Covid19 event plans for behind closed doors matches and the anticipated lower capacity events from October 2020.

Please state any variations to the day rates that would apply for different event times (e.g. evening events).

The Contractor will comply with all reasonable requests of London Stadium in coordinating activities of themselves and others involved in arranging events.

The Contractor must work for an appropriate period around Events in line with the Event Management plan and the Safety management Plan.

The Contractor is to ensure they do not hinder, obstruct, damage or affect work by others.

**HEALTH AND SAFETY**

The Contractor will comply with all relevant legislation including, but not limited to, legislation relating to fire, health and safety, human rights, environmental protection, and employment.

The Contractor is to fully comply with all health, safety and welfare information contained within this Contract (or as otherwise exists) whilst designing, planning, procuring, and undertaking the Services.

**PROJECT TEAM**

The Contractor shall provide competent and appropriately experienced personnel to undertake the roles of Key Personnel.

The Contractor shall identify Key Personnel that will be engaged in the Services.

It should be noted that the Key Personnel and the other posts identified in this Service Specification are required to fulfil the obligations of the Contract and it is not London Stadium’s intention to stipulate the number of persons that are required. It is for the Contractor to identify the number.

Acceptance of the Key Personnel does not constitute acceptance that such individuals are suitable for the roles assigned to them or serve to relieve the Contractor of its duties or obligations under the Contract.

**MEETINGS**

The Contractor shall ensure it attends event planning meetings where relevant.

**WELFARE AND FACILITIES**

The Contractor is responsible for providing all of his own facilities as deemed required by the Contractor to undertake the works, including welfare and accommodation.

Note, the QEOP seeks to promote the use of public transport. Accordingly, there will be no parking provided for Contractor’s staff and limited parking for Sub‑Contractors or suppliers.

**EMPLOYMENT**

Employment

Where practicable, the Contractor is required to:

* Support local people and under-represented groups to access employment and training opportunities linked to this development;
* Enable local residents to have the opportunity to secure apprenticeships linked to this Contract;
* Work closely in partnership with key stakeholders to deliver employment and skills outcomes through this Contract; and
* Deliver London Stadium’s aims in terms of fair employment, payment of the Construction Working Rule Agreements and community and industrial relations.

Employment Data Collection

The Contractor is required to monitor and report the key characteristics of its staff and the staff of its Sub-Contractors to London Stadium. These characteristics include:

(a) Full postcode of home addresses;

(b) Gender;

(c) Job title;

(d) Full or part-time role;

(e) Ethnicity (using census categories);

(f) Details of any disability;

(g) Level of skills gained by each employee including the completion of an apprenticeship skills course or vocational qualification (if applicable); and

(h) Details of NVQ frameworks of all apprentices employed on site.

Staff will have the option to choose not to provide the information requested above, though the Contractor is required to request this information along with a statement of its intended use, compliance with the Data Protection Laws and confidentiality. The Contractor is required to report the employment data to London Stadium.

Equality and Diversity

The Contractor shall assist and cooperate with London Stadium in satisfying their legal duties as set out in the Equality Act 2010 by:

* co-operating with London Stadium and others in engaging with communities;
* adopting and implementing London Stadium relevant equality related policies and procedures;
* operating equality monitoring and reporting;
* developing and implementing an Equality and Inclusion Action Plan;
* co-operating with London Stadium during audits and checks.

Fair Employment

The Contractor and his Sub-Contractors shall employ their staff in line with statutory employment legislation (including equal opportunities, the EU Working Time Directive and rights to representation).

The Contractor and his Sub-Contractors shall at all times comply with the London living wage and remunerate their respective workforces by 100% adoption of the London living wage. The Contractor will be required to provide evidence that they are implementing the London living wage. London Stadium will be entitled to seek clarification as to levels of any annual uplifts and reserves the right to undertake spot checks. The Contractor’s nominated liaison officer will be responsible for reporting progress in implementing the London living wage at pre-determined intervals.