Saint Cuthbert Wanderers FC Ltd SC866459
St Mary's Park
Castledykes Road
Kirkcudbright
Dumfries & Galloway
DG6 4AW

# Saint Cuthbert Wanderers FC

1st July 2026

Introduction

Saint Cuthbert Wanderers Football Club is a member of the South of Scotland Football League.

This document details the Clubs contingency plans for emergency situations for the St Marys Park, Kirkcudbright ("The Stadium" or "The Ground"). For avoidance of doubt Saint Cuthbert Wanderers Football Club is referred to in this document as ("The Club").

In producing this document guidance has been taken from the Department for Culture, Media and Sport, Guide to Safety at Sports Grounds, Greenbook, specifically sections; 3.17, 3.18, 3.20.

The Club Contingency Plans have been formulated to provide a structured and progressive response to any incident likely to affect spectator safety inside, or in the immediate environs of the St Marys Park, Kirkcudbright.

The Club have a separate Special Safety Certificate document issued by Dumfries and Galloway Council which can be used to supplement some sections of this plan and also follow the guidance on this subject by the Scottish Football Association with respect to Club licensing.

The plans outline the immediate response by the Club to any incident likely to affect spectator safety or disrupt the normal operation of the Stadium.

The objectives of the Contingency Plans are to:

- Ensure the safety of spectators, players, officials and Club volunteers \helpers
- Provide the immediate response plan to any potential spectator safety risk, and any subsequent actions
- Maintain public order and control in any Stadium evacuation
- If appropriate assist and work with Emergency Services in their response to any incident
- Prevent damage to the fabric of St Marys Park.

Through a process of Risk Assessment, the incidents referred to in these plans are the ones considered most likely to occur at the St Marys Park. The plans cannot however cover every possible eventuality, and flexibility in the adoption of these plans will be essential in catering for this.

A copy of the Risk Assessment that was carried out in the preparation of this Contingency Plan is attached as Appendix A. Only items with an exposure score of 3 and above have been

included in this Contingency Plan. Some risks have a low probability, but should they occur the impact is deemed to be high e. g. a gas leak, and as such they have been included in this plan.

Typically for a home game there will be 60 to 150 spectators within the ground. The calculated ground capacity as agreed with the local authority is 848 – see said Safety Certificate.

**Information regarding St Marys Park, Kirkcudbright**

Location

St Mary's Park is located at the west side of Kirkcudbright on Castledykes Road

Its National Grid Square Reference is NX 67902 50627.

Ground Plan

See Special Safety Certificate.

Layout

The Pedestrian main access \ exit point is to the South East (Castledykes road ) by a Ticket office and also large vehicle size double gates for exit purposes.

Another Pedestrian size exit gate (Castledykes road) northeast end.

There are two pedestrian exits on the West side of the ground.

The open plan Main Standing has a capacity of 169. All other areas are standing - see Special Safety

Certificate.

The entire playing surface is surrounded by round metal stanchion barriers.

The Club buildings including office, clubhouse and hospitality suite, medical room, tearoom, changing rooms, toilets, garage and outbuildings are all located to the East of the Stadium.

Events covered by this Contingency Plan (Included in Risk Assessment):

1. Fire

2. Damage to structures

3. Power cut or failure

4. Gas release or chemical incident

5. Crowd surge or crushing

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6. Pitch incursion

7. Disorder within the ground

8. Emergency evacuation

9. Adverse weather

10. Late arrivals

11. Delayed start

12. Match abandonment

## 1. Fire

Fire extinguishers are located at the following points within the Stadium: one in the kitchen (foam) and a fire blanket. In in the hall (water)  one in the treatment (Water).

**Lounge back door** - one 9.8 kg foam fire extinguisher and one 2kg carbon dioxide fire extinguisher.

It has been identified that the following areas within the Stadium are at risk from fire:

Main Clubhouse Lounge and Tea room - in the event of a fire in the following steps will be taken:

As soon as any alert of a fire is raised the emergency services should be called. A Steward or Club Official will ensure that all personnel are evacuated from the building. Any spectators in the vicinity of these buildings will also be cleared and asked to assemble at a safe distance to the Southeast side of the ground.

Depending on the extent and ferocity of the fire, Stewards and\or Club officials may attempt to fight the fire with the fire extinguishers which are in these buildings, without placing themselves or others in danger.

Responsibility for contacting the Fire Service rests with the Club Safety Officer or most senior present Club Official. No-one will be allowed back into the buildings without the approval of the Club Safety Officer or the most senior present Club Official, and at that stage a general announcement may be made over the public address system or loud hailer.

Depending on the ferocity of the fire it may be necessary to abandon the game and evacuate the Stadium. See section 8 of this document for details on emergency evacuation.

### 2. Damage to Structures

Upon notification of any structural damage or defect in or nearby to the Stadium the Safety Officer or most senior present Cub Official will: -

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2.1. If the Stadium has not yet been opened for the admission of spectators: -

· Inspect the damage with the Club Safety Officer, Grounds-Person, or any other suitable Club Official and assess the risk to safety

· If appropriate arrange for repairs to be carried out,

· Depending on the risk the area effected would be cordoned off, or the ground closed to public access

2.2. If the Stadium has been opened and spectators admitted :-

· Inspect the damage with the Club Safety Officer, Grounds-Person, or any other suitable Club Official and assess the risk to safety

· If the damage/defect is causing or is likely to cause a threat to spectator safety the area will need to be evacuated, and spectators directed to a safe area of the ground

· Cordon off the area using Stewards to ensure no one enters the area of danger

· If appropriate arrange for repairs to be carried out,

· Determine whether the fixture can continue, and if required order an emergency evacuation, see section 8 of this document

**3. Power Cut or Failure**

3.1. There are no emergency power supplies for either the floodlights or other buildings within the stadium. If a power cut occurs during a floodlit match and the Referee decides to abandon the game, spectators will be kept informed by Stewards and Club Officials with the use of a loud hailer. Stewards will ensure that spectators leave the ground safely, with disabled spectators getting assistance as required.

3.2. The Safety Officer, or most senior present Club Official, should contact Scottish Power to report the fault on telephone number 03450580002. A list of all emergency telephone numbers will be held in the Safety Papers Folder in the Club office.

3.3 The Safety officer will assist the evacuation with high powered hand lights.

**4. Gas release or Chemical Incident**

4.1. In the event of anyone suspecting a gas release, or any other chemical release, they should immediately contact the Club Safety Officer or any other available Club Official. No gas or other associated chemicals are used within the Ground so it should be assumed that it is emanating from an external source.

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4.2. In the event of such an alert being raised the Safety officer, or senior present Club Official will:-

· Contact the Fire Brigade on 999 giving them details of the location and nature of the issue

· Contact the National Grid emergency number on 0800 111 999

· Direct a Steward to meet the Fire Brigade at the Main Entrance entrance

· Advise the Stewards in the area that all naked flames in the area are to be extinguished, and to open all available doors and windows

· Advise spectators in the affected area via the public address system to extinguish cigarettes and not to use a naked flame from any source

4.3. In consultation with the Fire Officer the Club Safety Officer, or most senior present Club Official, the following action or decisions will be taken:-

· Part or full evacuation of the affected areas,

· Depending on the extent of a part evacuation, the affected area will be cordoned off by stewards

· Personnel will not be allowed to return to the affected areas until the Fire Brigade or gas company gives the permission to do so

· If the game has not yet kicked off, whether it should go ahead. If the game is underway, whether it should be abandoned or delayed.

**5. Crowd Surge or Crush**

5.1. If a situation arises involving unruly crowd behaviour which may lead to surging or crushing, the Stewards, assisted by Club Officials will attempt to resolve the situation. If this is impossible, the Police will be notified immediately by the Safety Officer or senior present Club Official.

5.2. The Safety Officer or senior present Club Official will also alert the Clubs First Aid staff that their assistance may be required, and if necessary, call the Ambulance service on 999.

5.3. The public address system should be used to direct people away from the area and keep them updated on the situation.

5.4. Depending on the seriousness of the event the Safety Officer or senior present Club Official will consider abandoning the game and invoking emergency evacuation procedures. See section 8 of this document for details on emergency evacuation.

**6. Pitch Incursion**

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6.1. If a situation arises involving a pitch incursion, the Stewards, assisted by club Officials will attempt to resolve the situation. If it is clear that this is impossible, the Police will be notified immediately by the Safety Officer or senior present Club Official.

6.2. All available Stewards will be deployed to the area to prevent or limit additional numbers of spectators gaining access to the pitch. Stewards will also attempt to prevent any breaches or confrontation between rival fans.

6.3. The public address system will be used for issuing warning messages or advising spectators to clear the pitch area.

6.4. If a considerable number of spectators have intruded onto the pitch during play the game may be stopped. At that stage the Safety Officer or senior present Club Official should consult with the Police (if they are present) and match referee and decide on abandoning the fixture.

**7. Disorder within the Ground**

7.1. If a situation arises involving disorder within the ground, the Stewards, assisted by Club Officials will attempt to resolve the situation. If this is impossible, the Police will be notified immediately by the Safety Officer or most senior present Club Official.

7.2. All available Stewards will be deployed to the area to try to contain the situation and prevent further disorder escalating, either from additional people getting involved, or allowing the situation to spread to other areas of the ground. Stewards will also attempt to prevent any breaches or confrontation between rival fans.

7.3. The public address system will be used for issuing warning messages or advising spectators to clear any area where any disorder is taking place, until such time as the issue is resolved.

7.4. If a considerable number of spectators are involved in any disorder occurrences during play the game may have to be stopped. At that stage the Safety Officer or most senior present Club Official should consult with the Police (if they are present) and match referee and make a decision on abandoning the fixture.

**8. Emergency Evacuation**

8.1. If an emergency evacuation of the ground is required, Stewards will ensure that spectators leave the ground safely by the nearest available exit. This also applies to the clubhouse lounge which has three ground level exit routes. In such evacuations Stewards will ensure all spectators with disabilities make a safe exit from the ground, offering assistance as required.

8.2. Exits to be used will be via the two south and northeast and two on the west side of the ground side gates and two West perimeter doors if necessary.

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8.3. The Club Safety Officer or most senior present Club Official will make the decision on if an evacuation is necessary, and if appropriate will also inform the emergency services.

8.4. If an announcement is made to evacuate the ground, it will be broadcast over the public address system as follows:

*"An emergency situation has arisen in the ground. Please leave the ground immediately, in an orderly manner by the nearest available exit. Please be considerate of spectators with disabilities or people with other visible impairments."*

8.5. If only a specific exit can be used for evacuation, the announcement will make reference to the appropriate exit \ gate to be used. In such instances the announcement will be as follows:

*"An emergency situation has arisen in the ground. Please leave the ground immediately, in an orderly manner by the 'specified' exit, e.g. south east or north east. Please be considerate of spectators with disabilities or people with other visible impairments."*

8.6. Stewards will be placed at both gates to stop people re-entering the Stadium, and to direct Emergency Services as necessary.

8.7. Players and Officials will be instructed by the Safety Officer or most senior present Club Official to congregate in the centre circle until the situation can be assessed to see if it is safe to return to the dressing rooms. If not, they will leave the ground at an appropriate exit.

8.8. Once the Stadium has been evacuated the Safety Officer or most senior present Club Official will carry out a stadium inspection to ensure that it has been totally evacuated. The inspection will be conducted by at least two persons and if appropriated they will be accompanied by the Fire Brigade.

**9. Adverse Weather**

9.1 Extremes of weather such as wind, rain, snow, ice, fog or heat wave may affect spectator safety both inside the Stadium and on ingress/egress routes. Where such extremes of weather are forecast, the Safety Officer or most senior present Club Official shall:

· Check the website of the meteorological office for update of weather conditions

· Consider in the light of all available information whether the fixture should proceed

· Should the fixture be under way and adverse weather affects either the event or the safety of spectators the abandonment of the game and emergency evacuation of the stadium will be considered. The match referee will normally have input in such circumstances

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· Spectators will be given advice and informed of any decisions over the public address system and\or loud hailer. If a match is cancelled prior to kick-off due to adverse weather, please refer to section 12 of this document.

10. Late Arrivals

10.1. Should information be received that large numbers of spectators are expected to arrive at the Stadium close to or after the scheduled kick off/start time the Safety Officer or most senior present Club Official will liaise with the Club Secretary and Referee regarding the possibility of delaying the kick off (start) time. The ultimate decision on this rests with the Safety Officer or most senior present Club Official and the match referee.

10.2. If appropriate a revised time mutually agreed between the Match Officials, Team Managers and both Clubs will be set as soon as the estimated arrival of the latecomers is known.

10.3. If the kick off time is delayed, the Safety Officer will advise spectators inside and outside the Stadium via the public address system.

10.4 If kick off time is delayed the Safety Officer will consider broadcasting the details of the delay by:

· Posting a notice on the club website and contacting the SOSFL website.

· Contacting local Radio Stations

10.5. The Safety Officer will ensure the entrance gates are kept open to allow speedy ingress to the Stadium. In this respect he/she will continue to liaise with the Stewards to keep them abreast of the situation.

**11. Delayed Start**

11.1. If for any reason the start of a match is to be delayed, the spectators will be kept informed of the situation over the public address system or by Club Officials and Stewards as appropriate.

**12. Match Abandonment**

12.1. Where any fixture/event is cancelled before spectators are admitted to the Stadium, the Club Secretary will ensure everyone listed as follows are informed:

· South of Scotland League Secretary

· Visiting Club

· Match Officials – Referee and Assistants

· Match and Match Ball sponsors

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Post on the club's website.

12.2. In addition, the club web site and Facebook page will also be updated to inform readers of the abandonment.

12.3. If appropriate every effort will be made to contact the visiting Club (team) and request them to use their local Radio Station and social media to advise cancellation of the game for their own supporters.

12.4. If spectators have already been admitted when the decision to abandon the fixture is made, the Safety Officer or most senior present Club Official will ensure all entrances are immediately opened and Stewards informed of the decision.

12.5. The Safety Officer or most senior present Club Official will advise spectators inside and outside the Stadium of the situation by use of the public address system, and \ or loud hailer and request them to leave via the normal exit routes.

12.6. If a fixture is abandoned before kick-off a voucher\ticket will be offered to all admitted paying spectators allowing free entrance to the rearranged fixture. For any fixture abandoned after half-time, then no such arrangement will apply. Full price admission will apply for a fixture rearranged under these circumstances.

12.7. If a fixture is abandoned after kick-off and before half-time a voucher\ticket will be offered to all spectators allowing reduced entrance to the rearranged fixture. For any fixture abandoned after half-time, then no such arrangement will apply. Full price admission will apply for a fixture rearranged under these circumstances.

12.8. For league games season ticket holders will be unaffected, since their season ticket will be valid for the rearranged game. The use of season tickets is not appropriate for any Cup games.

**13. Document Control**

13.1 Authorised for issue: -

Saint Cuthbert Wanderers Football: - Club Chairman.

Ian McIntyre: _____

Date: 01/07/2026 _____

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Saint Cuthbert Wanderers Football Club Safety Officer.

Alison Campbell: _____

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Date: 01/07/2026 _____

**13.2 Mandatory Review Date (To be reviewed and published every 3 years).**

**Review Date: 01/07/2027**