

PUBLIC

Kilwinning Rangers Football Club, Contingency Plan (Updated January 2026)

# KILWINNING RANGERS FOOTBALL CLUB

BUFFS PARK  
PENNYBURN ROAD  
KILWINNING



## Contingency Plan

**(Reviewed and updated January 2026)**

## FOREWORD

The Chairman and Committee of Kilwinning Rangers Football Club are committed to providing a safe and secure environment at Buffs Park. The safety and welfare of spectators, players, officials, staff and volunteers is paramount at all fixtures and events.

This Contingency Plan has been developed in accordance with the Civil Contingencies Act 2004 and the Guide to Safety at Sports Grounds (Green Guide). It outlines the actions required in response to incidents that may threaten safety or disrupt normal operations and aligns with the plans of our emergency service partners.

This is a live document and will be tested, reviewed and updated annually or following any significant incident.



**Buffs Park**

(South looking North)

## OBJECTIVES OF THE CONTINGENCY PLAN

- Ensure the safety of spectators, players, officials, staff and volunteers.
- Provide clear procedures for responding to emergency and safety incidents.
- Maintain public order and support safe evacuation where necessary.
- Support and cooperate with emergency services.
- Protect the fabric and facilities of Buffs Park.

### 1. FIRE INCIDENT ACTION PLAN

Any person discovering or suspecting a fire must immediately raise the alarm by activating the nearest fire alarm, contacting a Committee member or Safety Officer, or by calling 999 if required.

A fire alarm system is installed within the Clubhouse and the Claire Hodge Community Hub. On hearing the alarm, all persons must evacuate immediately via the nearest safe exit and assemble at the designated Fire Assembly Point in the main car park.

No person should attempt to leave the ground by vehicle. If safe and trained to do so, staff may use appropriate fire-fighting equipment on small fires only. A responsible person will meet the Fire and Rescue Service at Pennyburn Road.

### 2. ADVERSE WEATHER CONDITIONS / DAMAGE TO BUILDINGS

Any identified damage, defect or weather-related hazard that may affect safety must be reported to a Committee member immediately. The affected area will be assessed and, where necessary, isolated or evacuated.

Matches may be postponed where conditions cannot be safely managed. Snow and ice will be treated using salt where required, and approach routes monitored in liaison with the local authority. No area will reopen until deemed safe following inspection.

### 3. CROWD MANAGEMENT AND DISORDER

Any signs of crowd disorder, overcrowding or distress must be reported immediately to the Safety Officer or Committee. Stewards will be deployed to manage the situation in liaison with Police Scotland where appropriate.

The match referee may suspend or abandon the match if necessary. Use of the PA system will support instruction and control. Partial or full evacuation may be implemented if required.

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### PITCH INCURSIONS

In the event of a pitch incursion, the referee and police will be informed immediately. All available stewards will be deployed to prevent or contain access to the pitch. The match will be halted if safety is compromised.

#### 4. EMERGENCY EVACUATION PROCEDURES (INCLUDING DISABLED SPECTATORS)

Stewards will provide assistance to disabled spectators, elderly persons and those with reduced mobility. Wheelchair users may be advised to remain in place until escorted if this presents the safest option. Visually impaired spectators will be assisted by their designated companion or steward.

#### DOCUMENT CONTROL AND REVIEW HISTORY

This document is subject to mandatory annual review.

(To be reviewed and published annually).

- Reviewed January 2023 – Jack Conway, Club Licencing Officer
- Reviewed January 2024 – Alan McAlpine, Club Licencing Officer
- Reviewed January 2025 – Alan McAlpine, Club Licencing Officer
- Reviewed January 2026 – Alan McAlpine, Club Licencing Officer