

SAFETY OF SPORTS, RECREATIONAL EVENTS AND ANY MAJOR EVENTS

Item A-CS (04-2013)
CM 30/04/2013

OVERSIGHT COMMITTEE REPORT ON POLICY FOR SAFETY AT SPORTS, RECREATIONAL EVENTS AND ANY MAJOR EVENTS

RESOLVED:

1. **That** the contents of the report on the Policy for Safety of Sports, Recreational Events and Any Major Event, **BE NOTED**.
2. **That** the Policy for Safety of Sports, Recreational Events and Any Major Event attached to the report as **Annexure A, BE APPROVED**
3. **That** a report from the Sport, Heritage, Recreation, Arts and Culture Department, as well as Environmental Resource Management (Parks) Department, indicating the readiness of Ekurhuleni to implement the policy, **BE SUBMITTED** within three (3) months of approval.

CITY OF EKURHULENI

POLICY FOR SAFETY AT SPORTS AND RECREATIONAL EVENTS

Safety at Sports and Recreational Events Act, Act No 2 of 2010 (SASREA)

1. PREAMBLE

This Policy for Safety at Sports and Recreational Events Act, Act No 2 of 2010 establishes the process, principles, certification and terminology of the implementation of the above mentioned Act for the City of Ekurhuleni:

(1) Recognising that -

- *the physical well-being and safety of all persons attending sports, recreational, religious, cultural, exhibitional, organisational or similar events as well as the safety of their property at stadiums or other venues in the case of a race, tour or procession, along a route must be promoted and protected;*
- *the rights of persons who attend sports, recreational, religious, cultural, exhibitional, organisational or similar events must be protected.*

(2) Noting that -

- *the planning, management and enforcement of safety and security at sports, recreational, religious, cultural, exhibitional, organisational or similar events held at stadiums, other venues and in respect of events in the form of a race, tour or procession along a route, must be handled by people experienced in the field of safety and security;*
- *all controlling bodies of sports, recreational, religious, cultural, exhibitional, organisational or similar activities, event organisers, stadium or venue owners and their managements must have proper safety and security measures in place; and*
- *controlling bodies of all sports, recreational, religious, cultural, exhibitional, organisational or similar activities, event organisers and stadium and venue owners and their managements must place the broader interests of sports, recreational, religious, cultural, organisational or similar activities above their own interests, particularly the promotion and maintenance of the safety, security and convenience of persons who attend sports, recreational, religious, cultural, organisational or similar events;*

(3) Acknowledging -

- *the need to determine and maintain minimum safety and security standards at sports, recreational, religious, cultural, exhibitional, organisational or similar events;*
- *the importance of the promotion of spectator-friendly, secure sports, recreational, religious, cultural, organisational or similar events;*
- *that the Republic has become a desirous destination for the hosting of major international sports, recreational, religious, cultural, exhibitional, organisational or similar events.*

2. DEFINITIONS

"access control officer"

means a person appointed in terms of section 20 to be in charge of access of persons and motor vehicles at an event;

"accreditation"

means a process whereby persons and drivers of motor vehicles wishing to enter a designated area within a stadium, venue or along a route or their respective precincts must apply for, be evaluated, screened and subjected to meeting certain criteria set by the event safety and security planning committee and be issued with a special pass incorporating security features which entitles the holder thereof to gain access to the designated area as contemplated in section 18;

"authorised member"

means a police official designated in terms of section 15 as Chairperson of an event safety and security planning committee and has overall authority to direct measures relating to safety and security at an event;

"Authority"

means the Private Security Industry Regulatory Authority established by section 2(1) of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001);

"controlling body"

means a national federation as defined in section 1 of the National Sport and Recreation Act, 1998 (Act No. 110 of 1998), a provincial federation or an international controlling body or other body governing a code of sport, recreational, religious, cultural or similar activity in the Republic, but excludes the National Department of Sport and Recreation of the Republic of South Africa;

"corporate hospitality"

includes the provision of food, liquid refreshments and entertainment, to members of the public or invited guests within a permanent or temporary demarcated hospitality area which may be located within a stadium or a venue or along a route, or within the immediate or outer precincts thereof;

"designated area"

means an area or zone designated by the event safety and security planning committee in the prescribed manner as contemplated in section 16(1)(e) and in respect of which access is limited to a person specifically accredited to enter such area or zone;

"disaster management"

means a process of planning and implementation of the disaster preventative and reactive measures referred to in section 1 of the Disaster Management Act, 2002 (Act No. 57 of

2002);

"disaster management centre"

means a centre established in terms of the Disaster Management Act, 2002 (Act No. 57 of 2002);

"emergency services"

means, in relation to a sports, recreational, religious, cultural, exhibitional, organisational or similar event, all public and private sector medical services, including emergency medical services and health services, the fire department, the disaster management department and local authority traffic or by-law enforcement department;

"essential services"

means a department of state or other administrative unit, such as a disaster management centre and those departments responsible for electrical, water, sewerage and waste removal utilities in the administration of a local authority, including any functionary or institution performing the above or related public functions, or an external service provider as defined in section 1 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), responsible for ensuring that the measures contemplated under the definition of 'disaster management' contained in section 1 of the Disaster Management Act, 2002 (Act No. 57 of 2002), are in place and complied with as far as the staging of an event at a stadium or venue or along a route is concerned;

"event"

means sporting, entertainment, recreational, religious, cultural, exhibitional, organisational or similar activities hosted at a stadium, venue or along a route or within their respective precincts;

"event organiser"

means any person who plans, is in charge of, manages, supervises or holds an event or sponsorship rights to an event or in any manner controls or has a material interest in the hosting of an event as contemplated in this Act;

"event safety and security planning committee"

means the committee contemplated in section 15 responsible for coordinating the functions of the role-players that are involved in the provision of safety and security at an event, the safety and security planning for an event, the assignment of safety and security tasks to role-players at an event, the demarcation of safety and security areas and zones and to advise the National Commissioner of the committee's assessment of the categorisation of an event;

"event ticketing"

means the production, distribution and sale of tickets in respect of an event contemplated in section 19;

"exclusion notice"

means the notice contemplated in section 22 which may be issued by the authorised member, VOC commander or the National Commissioner to prevent the attendance of a person or group of persons that, based on historical behaviour regarding such person or group of persons, or reliable current information, may result in the disruption of an event or cause injury to a person or damage to property;

"existing stadium or venue safety certificate"

means a certificate issued by a local authority in terms of section 7(1)(a) regarding the infrastructural safety of an existing stadium or venue;

"grading certificate"

means a certificate issued by a local authority in terms of section 7(2) determining the safe spectator capacity of a stadium or venue and the level of risk of the event that may be hosted at a stadium or venue;

"high-risk event safety certificate"

means a certificate, which may contain specific conditions, issued by the National Commissioner in terms of section 7(3) in respect of an event that has been categorised as high-risk;

"liquor"

means liquor as defined in section 1 of the Liquor Act, 2003 (Act No. 59 of 2003);

"local authority"

means a municipality established under section 12 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), within whose jurisdiction a stadium, venue or route is located;

"Major event"

Means a large sporting, entertainment, recreational, religious, cultural, exhibitional, organisational or similar activities hosted at a stadium, venue or along a route or within their respective precincts which attracts media attention and / or has a large number of participants and / or spectators and / or has a high impact rating;

"Minister"

means the Minister responsible for sport and recreation in the Republic;

"National Commissioner"

means the National Commissioner of the South African Police Service;

"National Health Act"

means the National Health Act, 2003 (Act No. 61 of 2003);

"new stadium or venue design safety certificate"

means a certificate contemplated in section 9 issued with regard to the infrastructural safety of a planned new stadium or venue;

"organise"

includes to arrange, be in charge of or purport to be in charge of, convene, host, manage, plan, stage, supervise, hold an event or hold sponsorship rights to an event;

"peace officer"

means a peace officer as defined in section 1 of the Criminal Procedure Act, 1977 (Act No.51 of 1977);

"person"

includes a natural or juristic person;

"police official"

means a member as defined in section 1 of the South African Police Service Act, 1995 (Act No. 68 of 1995), and includes a member of a municipal police service;

"precinct"

means an enclosed or clearly defined surrounding area or environs or a specifically designated or sign-posted area immediately adjacent to or in close proximity to a stadium, venue or route which is demarcated in terms of a safety and security plan;

"prescribe"

means prescribe by regulation;

"prohibition notice"

means a notice contemplated in section 21 that prohibits or restricts the admission of spectators to a stadium, venue or route if the admission of spectators involves or may involve a serious risk to any person at an event;

"registered person"

means a person defined in section 1 of the Engineering Profession Act, 2000 (Act No. 46 of 2000), and registered under the category of Professional Engineer; Professional Engineering Technologist; Professional Certificated Engineer; or Professional Engineering Technician in terms of section 8 of that Act;

"regulation"

means a regulation made under section 45;

"route"

means the way or course taken in getting from a starting point to a destination during an event which takes the form of a race or procession;

"safety certificate"

means a certificate referred to in section 7 regarding the safety of a stadium or venue for holding an event or determining the safe spectator capacity of a stadium or venue and the level of risk of the event that may be hosted at a stadium or venue or issued in respect of a high-risk event;

"safety and security plan"

means the safety and security plan referred to in section 16(1)(b) providing for the coordination of the functions of the role-players involved in the provision of safety and security at an event;

"safety officer"

means a person appointed in terms of section 4(4)(a) to assist with the planning and oversight of safety and security measures at an event;

"security officer"

means a security officer as defined in section 1 of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001);

"security service"

means a security service as defined in section 1 of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001), rendered at an event;

"security service provider"

means a security service provider as defined in section 1 of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001);

"spectator"

means a member of the public who is an attendee or part of an audience at an event held at a stadium, venue or along a route or within their respective precincts;

"stadium"

means an enclosed or semi-enclosed structure which consists of seating for spectators and a field of play or a permanent or temporary podium or other area within the structure reserved for the purposes of hosting events, which has a safe seated or standing spectator capacity of at least 2000 persons as certified by a local authority;

"stadium design plan"

means a stadium design plan referred to in section 9 or in respect of a planned new stadium or a proposed alteration or extension to a stadium;

"stadium owner"

means a person who owns, manages or is entitled to exercise the rights of an owner or occupier of a stadium used for events;

"steward"

means a person appointed in terms of section 4(4)(b), and exempted in terms of section 20(5) of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001), to be responsible for the marshalling and overseeing of the safe and general flow of spectators, the provision of event information, including safety and security information to spectators, the provision of ushering services and the provision of assistance with emergency evacuation procedures to persons within a stadium or venue and their precincts;

"this Act"

includes a regulation made under section 45;

"traffic-free zone"

means an area designated by an event safety and security planning committee on a public road or other area, and clearly marked in the prescribed manner, as an area where access is limited to a motor vehicle and a person specifically accredited to enter such an area;

"vendor"

means a person authorised in writing by a controlling body, event organiser or a stadium or venue owner to sell or otherwise purvey approved goods or services within the precincts of a stadium or venue or along a route;

"venue"

means any area or place, other than a stadium where an event is hosted, that has a seating or standing spectator capacity of at least 2000 persons as certified by a local authority, within which other permanent or temporary structures may be erected and which may be demarcated by an enclosed or semi-enclosed permanent or temporary structure;

"venue design plan"

means a venue design plan referred to in section 9 or 10 in respect of a planned new venue or a proposed alteration or extension to a venue;

"venue owner"

means a person who owns, manages or is entitled to exercise the rights of an owner or occupier of a venue used for events;

"VOC"

means a venue operations centre contemplated in section 17 where the entire safety and security operation in respect of an event at a stadium, venue or along a route is coordinated;

"VOC commander"

means the authorised member of the South African Police Service who is in charge of the VOC or police official designated in terms of section 17 to be in charge of the VOC;

"volunteer"

means a person appointed and accredited by a controlling body, event organiser or stadium or venue owner in terms of section 4(6) to supervise arrangements or provide any function or service in support of an event but shall specifically exclude the provision of a security service unless such a person is registered as a security officer.

3. LEGISLATIVE PROVISIONS

Section 2 Application of this Act: (this Act refers to the Safety at Sport and Recreational Events Act, Act 2 of 2010)

(1) In the event of any conflict between this Act and any other legislation, this Act prevails if the conflict specifically relates to a matter dealt with in this Act.

(2) This Act-

(a) applies subject to any guarantee or undertaking given by the Government of the Republic to an event organiser or a controlling body under authority of the Cabinet or under any national legislation in respect of the hosting of a major international event in the Republic; and

(b) does not apply to gatherings as defined in the Regulation of Gatherings Act, 1993 (Act No. 205 of 1993).

According to the Act, a clear distinction is made between the Safety at Sport and Recreational Events Act and the Regulation of Gatherings Act, 205 of 1993. The lead agency to comply with the Regulation of Gatherings Act in the City of Ekurhuleni lies with the Ekurhuleni Metropolitan Police Department (EMPD). According to the Safety at Sport and Recreational Events Act, the lead agency for the City of Ekurhuleni would be the Disaster and Emergency Management Services Department (DEMS) as custodians of Disaster and Emergency Management Services.

4. POLICY STATEMENT

This Policy aims to -

- provide for measures to safeguard the physical well-being and safety of persons and property at sports, recreational, religious, cultural, exhibitional, organisational or similar events held at stadiums, venues or along a route;
- provide for the accountability of event role-players;
- provide for certain prohibitions;
- provide for the risk categorisation of events;

- provide for the establishment of measures to deal with safety and security at events;
- provide for accreditation of role-players at events;
- provide for event ticketing;
- provide for the control of access of spectators and vehicles at events;
- provide for the issuing of safety certificates for planned or existing stadiums or venues;
- provide for the contents of safety certificates and amendments to safety certificates;
- provide for appointment of inspectors and their powers of entry and inspection;
- provide for the deployment of security services;
- provide for spectator exclusion notices;
- provide for prohibition notices;
- provide for the establishment of an Appeal Board and for appeals;
- provide for public liability insurance for events;
- provide for payment of fees;
- provide for offences and penalties; and
- to provide for matters connected therewith.

5. SCOPE

The guidelines in the Act provides for:-

- o measures to safeguard the physical well-being and safety of persons and property at sports, recreational, religious, cultural, exhibitional, organisational or similar events held at stadiums, venues or along a route;
- o the accountability of event role-players;
- o certain prohibitions;
- o the risk categorisation of events;
- o the establishment of measures to deal with safety and security at events;
- o accreditation of role-players at events;
- o event ticketing;
- o the control of access of spectators and vehicles at events;
- o the issuing of safety certificates for planned or existing stadiums or venues;
- o the contents of safety certificates and amendments to safety certificates;
- o appointment of inspectors and their powers of entry and inspection;
- o the deployment of security services;
- o spectator exclusion notices;
- o prohibition notices;
- o public liability insurance for events; and
- o payment of fees.

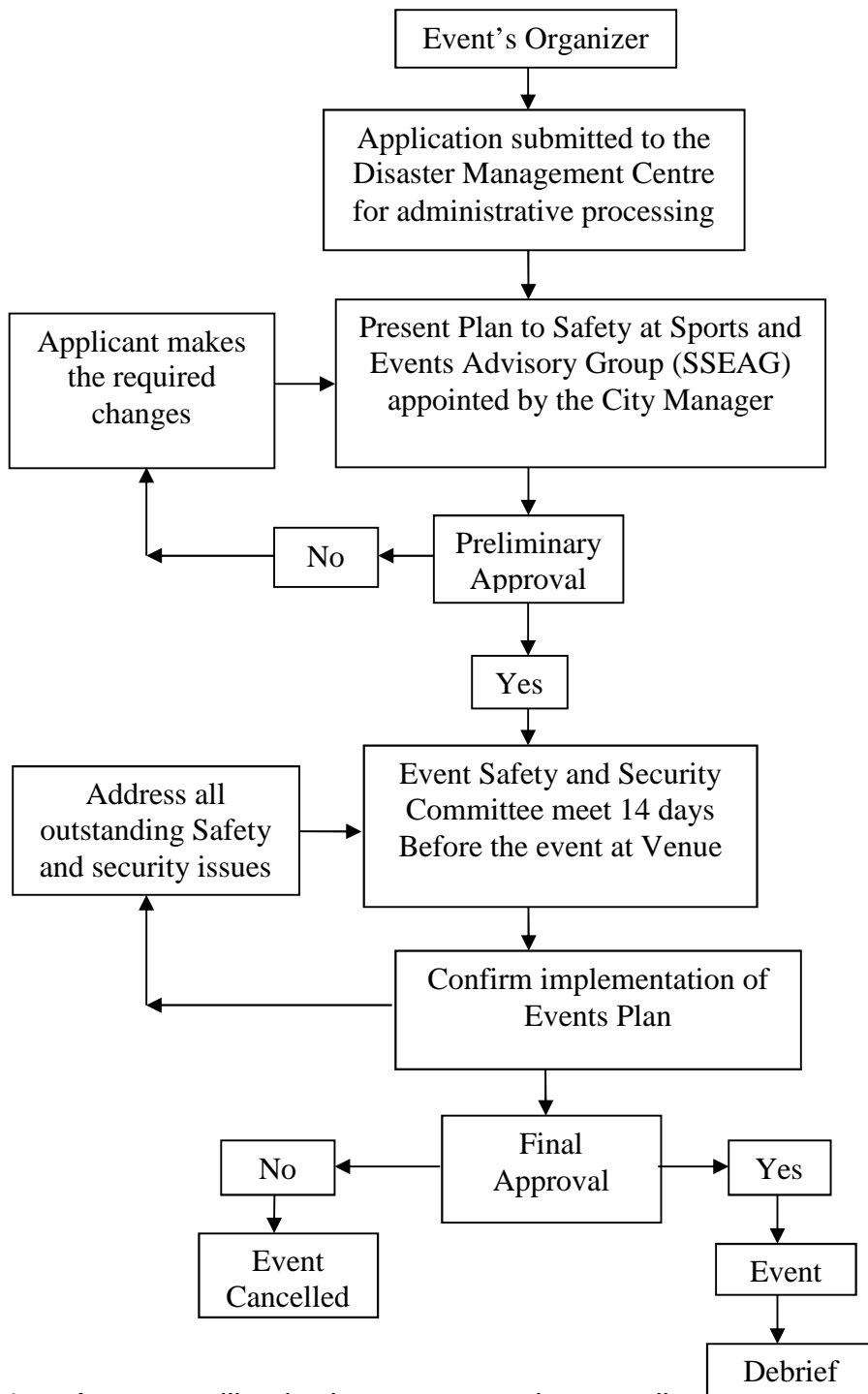
6. RELATED LEGISLATION

- 6.1 Safety at Sports and Recreational Events Act (Act 2 of 2010)
- 6.2 Disaster Management Act (Act 57 of 2002)
- 6.3 Environmental Health Act (Act 63 of 1977)
- 6.4 The Police Act (Act 68 of 1995)
- 6.5 National Health Act (Act 61 of 2003)
- 6.6 The National Road Traffic Act (Act 93 of 1999)
- 6.7 The Fire Brigades Services Act (Act 99 of 1987)
- 6.8 Occupational Health and Safety Act (Act 85 of 1993)
- 6.9 Private Security Industry Regulation Act (56 of 2001)
- 6.10 Short-term Insurance Act (Act 53 of 1998)
- 6.11 Long-term Insurance Act (Act 52 of 1998)
- 6.12 Disaster Management Framework, 2005
- 6.13 Gauteng Noise Control Regulations, 1999
- 6.14 Municipal Finance Management Act (Act 56 of 2003)
- 6.15 Explosives Act (Act 15 of 2003)

6.16 Promotion of Administrative Justice Act (Act 3 of 2000)

7. EVENT APPLICATION

PROCEDURE FOR APPLICATION FOR AN EVENT



7.1 Any controlling body, event organiser, stadium or venue owner, as the case may be, must apply to host an event, **at least 60 days** before the event date, to the National Commissioner of the South African Police Services, to enable the National Commissioner to make a risk categorisation in accordance with section 6(3) of the Act. Application form as per **Annexure "A-A"**

7.2 Where an event –

7.2.1 cannot, by virtue of its unforeseen nature, be planned to fall within the schedule of events referred to in 7.1 supra; and

DISASTER and EMERGENCY MANAGEMENT SERVICES DEPARTMENT

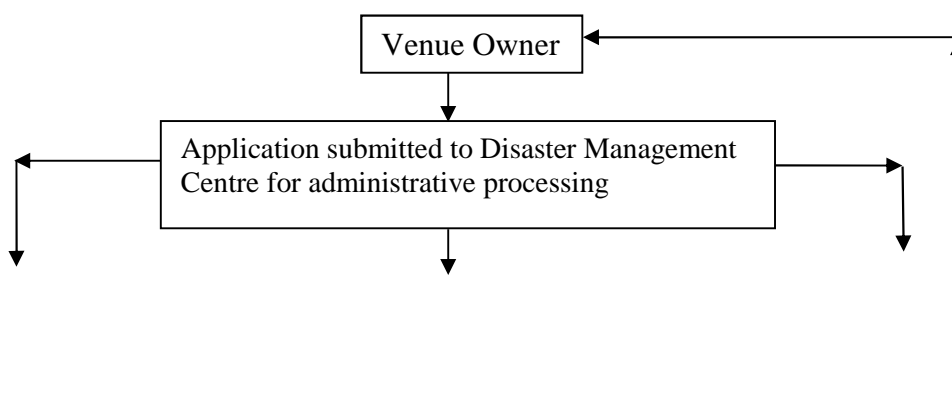
- 7.2.2 is scheduled to take place within the **six months** contemplated in section 6 of the event organiser must upon initiating plans for the event submit an application to the National Commissioner to make categorisation
- 7.3 A copy of the application must be presented to the Ekurhuleni Disaster Management Centre, to enable the Disaster and Emergency Management Services Department to advise on the process in attaining the necessary certification in accordance with Sections 7 and 8 of the Act. On presentation of the application, the applicant will be furnished with the required document “**Annexure A-B**” to apply to host an event within the boundaries of Ekurhuleni.
- 7.4 The applicant, on receipt of the risk categorization by the National Commissioner, will be required to present a complete set of documents in accordance with Section 4 of the Act, including the following :-
- 7.4.1 Name and contact details of the event organizer
 - 7.4.2 Overview of the event
 - 7.4.3 Appointment Safety Officer
 - 7.4.4 Floor plans, site plans, gas plans and road maps
 - 7.4.5 Emergency contact numbers
 - 7.4.6 VOC requests (30 days notice)**
 - 7.4.7 Certificates of approval of temporary structures and certificate of compliance
 - 7.4.8 A day programme of the event
 - 7.4.9 List of VIP’s attending the event
 - 7.4.10 Security plan, medical plan, parking plan
 - 7.4.11 Disaster Management and evacuation plan
 - 7.4.12 Proactive and reactive fire plan
 - 7.4.13 Environmental Health (certificate of compliance for caterers and noise control applications)
 - 7.4.14 Infrastructure services plan
 - 7.4.15 Electricity
 - 7.4.16 Water
 - 7.4.17 Sewer
 - 7.4.18 Traffic and transport management plan
 - 7.4.18.1 Crowd management plan
 - 7.4.18.2 Number of stewards (marshals)
 - 7.4.18.3 Method of working
 - 7.4.18.4 Chain of command
 - 7.4.18.5 Security
 - 7.4.19 Venue permission
 - 7.4.20 Waste Management plan
 - 7.4.21 Minutes of planning meetings
 - 7.4.22 Public Liability (Insurance for the event)
 - 7.4.23 Proof of payment for relevant departments
 - 7.4.24 Ticketing
 - 7.4.25 Communication plan (media and internal)
 - 7.4.26 Supply and/or selling of Liquor
- 7.5 This presentation must be presented to the Safety at Sports and Events Advisory Group (SSEAG), who will evaluate the application and the committee **may** preliminary approve that the event might be hosted within the borders of the City of Ekurhuleni. The application will be evaluated according to the attached compliance checklist. **Annexure “A-C”**

- 7.6 The Safety at Sports and Events Advisory Group (SSEAG) contemplated in 7.5 above may request the applicant to upgrade any of the safety and security measures before preliminary approval of the application.
- 7.7 This Safety at Sports and Events Advisory Group (SSEAG) is **not** the Safety and Security Planning Committee as anticipated in Section 16 of the Act, but merely considers and approves the application to ensure that all the Departments of the City of Ekurhuleni have the opportunity to ensure that the event organizer has taken the minimum precautions to ensure the safety and security at the event.
- 7.8 The members of the above mentioned Safety at Sports and Events Advisory Group (SSEAG) must be appointed to the Committee, by the City Manager or his nominee, in line Section 16(2) of the Occupational Health and Safety Act (Act 85 of 1993) appointments. This Act states that a chief executive officer may assign any duty contemplated in the said subsection, to any person under his control, who would ensure that all applications for safety and grading certificates and safety at events are compiled with by at least one representative from each of the following departments:-

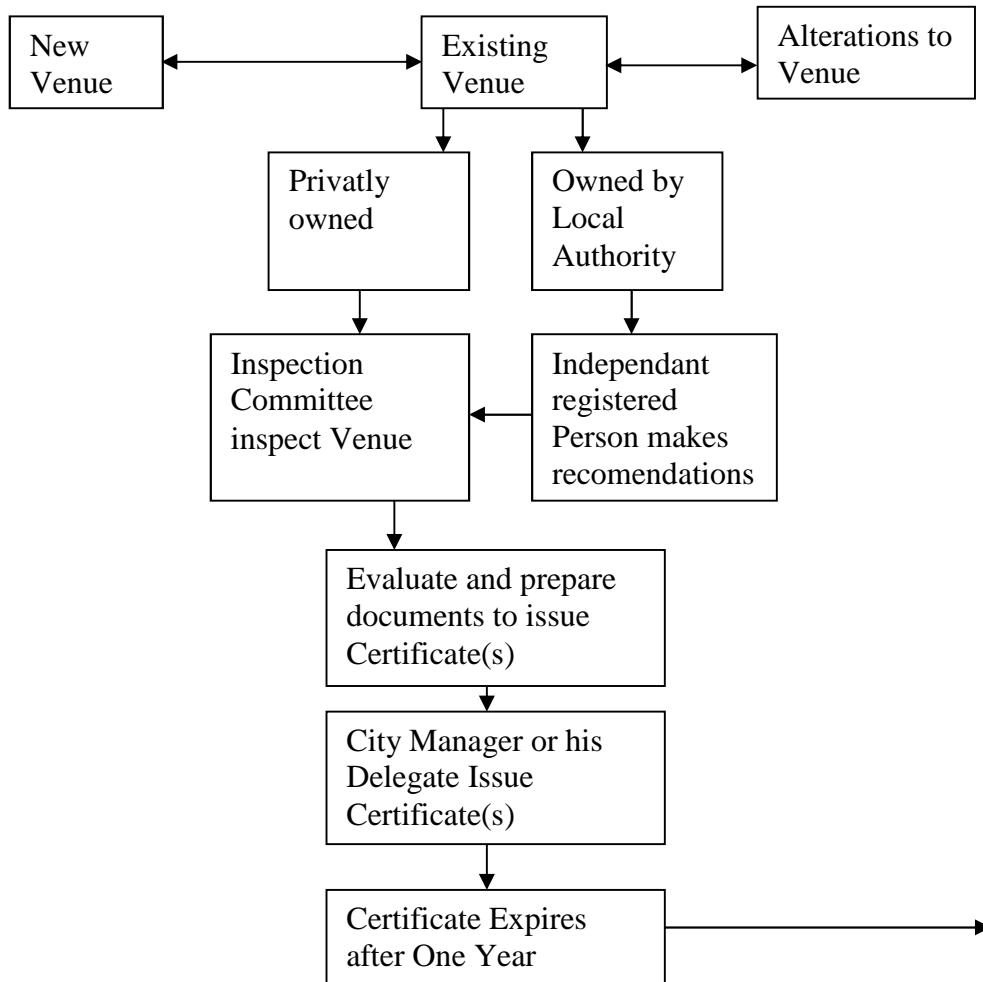
- 7.8.1 Disaster & Emergency Management Services Department
- 7.8.2 Ekurhuleni Metropolitan Police Department
- 7.8.3 Energy Department
- 7.8.4 Water and Sanitation Department
- 7.8.5 Waste Management Department
- 7.8.6 Health & Social Development department
- 7.8.7 Sport, Recreation, Arts and Culture
- 7.8.8 Air Quality Management Division
- 7.8.9 Communications & marketing Department
- 7.8.10 Roads, Transport and Civil Works Department
- 7.8.11 Environmental Resource Management
- 7.8.12 Corporate Legal Services

8. SAFETY AND GRADING CERTIFICATES

PROSEDURE FOR ISSUEING OF A SAFETY AND GRADING CERTIFICATE



DISASTER and EMERGENCY MANAGEMENT SERVICES DEPARTMENT



8.1 In terms of *the* Safety at Sports and Recreational Events Act (SASREA) a local authority may issue a safety certificate in respect of- an existing stadium or venue, the design of a new stadium or venue, and alterations of or extensions to a stadium or venue.

The National Commissioner may issue a high-risk event safety certificate. A local authority must, before deciding whether to issue a safety certificate in respect of a stadium or venue that is owned by the local authority, consider a written recommendation of an independent registered person.

- 8.2 It must be noted that Safety and Grading Certificates must be issued by the Local Authority for all events venues, irrespective if the venue is privately owned or owned by the Local Authority. **Annexure “A-D”**
- 8.3 A stadium or venue owner, irrespective if the venue is privately owned or owned by the Local Authority, must apply for a safety and grading certificate at the City of Ekurhuleni, Disaster Management Centre. Safety and Grading Certificate application attached. **Annexure “A-E”**
- 8.4 An independent written recommendation must be consider by the Municipality before the issuing of safety and grading certificates for its own venues.

9. EXISTING STADIUM OR VENUE SAFETY CERTIFICATE

9.1 A stadium or venue owner must annually to the City of Ekurhuleni, Disaster Management Centre, for the renewal of a safety and grading certificate. The renewal process must be concluded 30 days before the expiry of the existing certificates and in the prescribed manner. **Annexure “A-D”**

9.2 The Sport, Recreation, Art and Culture Department, or any other Department delegated by Council, have the delegated status of “venue owner” of all Ekurhuleni owned venues, for purposes of the Policy.

9.3 The Sport Recreation, Art and Culture Department may in conjunction with any other Department of Council or entity execute the requirements of this policy as assigned to them.

9.4 In terms of Section 14 of the Act, the City of Ekurhuleni must appoint a person or persons whom will expedite the tasks of this section.

9.5 The City Manager or his delegate is authorised to issue a venue safety and grading certificate in accordance with section 8, 9, 10 and 11 of the Act

10. New stadium or venue design safety certificates and certificates in respect of alterations of or extensions to existing stadiums.

10.1 A stadium or venue owner, irrespective if the venue is privately owned or owned by the Local Authority, **must at least three months** before the project commencement date of constructing a new stadium or venue, or the alteration or extension of an existing stadium or venue, must submit an application for a safety certificate to the City of Ekurhuleni, Disaster Management Centre.

10.2 It must be noted that an existing stadium or venue who does not comply with 10.1 supra will be regarded as not having a safety and grading certificate as anticipated in section 7 of the Act.

10.3 Applications in respect of new stadiums or venues and certificates in respect of alterations of or extensions to existing stadiums must be treated as in paragraph 9 supra.

11. TARIFFS (SECTION 43 OF THE ACT)

The City of Ekurhuleni will develop and implement an administrative tariffs structure once the policy is approved by Council.

12. EVENT SAFETY AND SECURITY PLANNING COMMITTEE

12.1 When an event is categorised as a Medium or High risk event, an authorised member from the SAPS, must establish the (SAPS) Event Safety and Security Planning Committee, in terms of section 15(1) and (2) of the Act. The City of Ekurhuleni Event Safety and Security Committee will participate in applications. This committee will consist of operational personnel from the different departments within the city of Ekurhuleni.

12.2 In the case of a Low risk event, on preliminary approval of the event, the event organiser must make the necessary arrangements with the City of Ekurhuleni, Disaster Management Centre to arrange an (EMM) Event Safety and Security

Planning Committee Meeting, in terms of Sections 15 and 16 of the Act, **at least fourteen (14) days** before the event, at the planned venue.

12.3 The (EMM) Event Safety and Security Planning Committee will make recommendations regarding the approval of the event and during the Event Safety and Security Planning Committee meeting recommend approval of the event on condition that the event organizer has met the minimum safety and security measures to host the event.

12.4 The (EMM) Event Safety and Security Planning Committee may approve the event during the Event Safety and Security Planning Committee meeting on condition that the event organizer complies with the minimum safety and security measures to host the event.

13. NON COMPLIANCE WITH POLICY

The City of Ekurhuleni may take **criminal** or disciplinary action arising from the breach of this Policy according to any **Act of the Republic of South Africa** or disciplinary code of the City of Ekurhuleni.

14. MAINTENANCE OF POLICY

Maintenance of this Policy is the responsibility of Disaster and Emergency Management Services Department of the City of Ekurhuleni.

SUID-AFRIKAANSE
POLISIEDIENS



SOUTH AFRICAN POLICE
SERVICE

SAFETY AT SPORTS AND RECREATIONAL EVENTS ACT 2/2010

SECTION 6 (3) APPLICATION

The National Commissioner

SOUTH AFRICAN POLICE SERVICES

c/o Colonel J Kruger

Provincial Commander Operational Coordination

SOUTH AFRICAN POLICE SERVICE

Per e-mail: krugerjh@saps.org.za

Dear Sir

APPLICATION FOR EVENT RISK CATEGORIZATION I.T.O SECTION 6 (3) OF THE SAFETY AT SPORTS & RECREATIONAL EVENTS ACT, 2010 (ACT NO. 2 OF 2010) –

Please find set out below an application i.t.o. Section 6 (3) of the Safety at Sports & Recreational Events Act (hereinafter referred to as "*the Act*") for risk categorization in respect of the following event:

SECTION 1 - EVENT DETAILS

1.1 Name of Event: _____

1.2 Nature/ Type of Event: _____

1.3 Event Venue/ Stadium/Route:

1.4 Local Authority certified safe spectator capacity of the Venue/ Stadium: _____

1.5 Physical Address of Event Venue/ Stadium: _____

1.6 GPS Co-ordinates of Event Venue/ Stadium: _____

- 1.7 Day & Date of Event: _____
- 1.8 Scheduled Commencement Time of Event: _____
- 1.9 Anticipated Duration of Event (spectator access time to closure of venue): _____
- 1.10 Popularity/ reputation of the event: _____
- 1.11 Expected spectators / participants attendance: e.g (**+150 participants and +- XXXX Spectators**) _____
- 1.12 Any VIP's/ VVIP's/Ministers attending/ participating in the event: _____
- 1.13 Suitability of the Stadium/Venue/ Route:

- 1.14 Historic record of safety, security and medical incidents at similar events: _____
- 1.15 Any relevant crime statistics and crime trends: _____
- 1.16 Any threat analysis information regarding the event: _____

- 1.17 Any information wrt the sale and consumption of liquor at the event: _____

1.18 Relevance of the outcome of a competitive event: _____

1.19 Level of rivalry between competing sports teams or sports persons participating and /or any tension/ rivalry which may exist between the supporters: _____

1.20 Positions of the teams on the league or rankings of the persons participating: _____

1.21 Any international, national, local social, economic, political, or security related factors which may have an impact on the event from a safety and security perspective: _____

1.22 Availability of police officials, emergency and essential services to assist at the event:

1.23 Weather or other natural conditions which are anticipated before or on the day of the event:

1.24 The nature of pre-event spectator entertainment and marketing promotions contemplated in Section 4(1): _____

1.25 Any other factor that the National Commissioner must take into consideration:

1.26 Nearest SAPS Police Station: _____

SECTION 2 - RESPONSIBLE PERSONS (Section 4(1) of the Act)

2.1 Event Organizer: _____

2.1.1 **Contact Details:**

- Contact Person: _____
- E-mail address: _____
- Mobile No.: _____
- Telephone No: _____
- Postal Address: _____
- Physical Address: _____

2.2 Stadium/Venue Owner: _____

2.2.1 **Contact Details:**

- Contact Person: _____

- E-mail address: _____

- Mobile No.: _____

- Telephone No: _____

- Postal Address: _____

- Physical Address: _____

2.3 Controlling Body: _____

2.3.1 Contact Details:

- Contact Person: _____

- E-mail address: _____

- Mobile No: _____

- Telephone No: _____

- Postal Address: _____

- Physical Address: _____

SECTION 3 - CONFIRMATIONS

I/We confirm that:

- 3.1 I / We /have not previously submitted an annual schedule of events as contemplated in Section 6 (1) of the Act. (Delete where not applicable);

- 3.2 I / We /have not previously received a risk categorization in respect of our submitted annual schedule of events from the National Commissioner of the South African Police Service as contemplated in Section 6 (5) of the Act. (Delete where not applicable);

- 3.3 There is/is not a valid and current existing stadium or venue safety and grading certificate in place for the stadium/venue, as contemplated in Section 8 of the Act, which will still be valid on the day of the event. (Delete where not applicable);

IF NO CERTIFICATES REFERRED TO IN PARAGRAPH. 3.3 ARE IN PLACE; WRITTEN REASONS MUST BE SET OUT BELOW AS TO WHY SUCH CERTIFICATES ARE NOT IN PLACE:

.....

- 3.4 I/We have just initiated plans for the event;

- 3.5 This application satisfies the short notice requirements of Section 6 (3) of the Act:
 - 3.5.1 Furnish written reasons here as to why requirements i.t.o. Section 6(1) of the Act i.e.

submission of an annual schedule of events could not be complied with in respect of this event:

SECTION 4 - ADDITIONAL FACTORS FOR CONSIDERATION BY THE NATIONAL COMMISSIONER TO DETERMINE THE RISK CATEGORIZATION OF THE EVENT

We respectfully submit that the following factors should also be considered by the National Commissioner in determining the risk categorization in respect of this event:

4.1 I / We have/do not have historical experience in the holding of similar events of a similar size (delete where not applicable);

4.2 I/We have appointed/ensured the appointment of an Event Safety Officer to oversee the safety & security planning requirements of Section 4 (9) & 23 of the Act are in place:

Name of Event Safety Officer: _____

Contact Details:

▪ E-mail address: _____

▪ Contact No: _____

4.3 There will/will not (Delete where not applicable) be controlled liquor sales to the general public at the venue/ stadium i.t.o. existing protocols with the local SAPS; _____

4.4 SIRA registered and Private Security Industry Regulation Act compliant security providers who have worked at the stadium/ venue previously will provide access control & general in-stadium/ venue security and safety stewarding services on the day; _____

4.5 Both provincial & private sector medical emergency services will be deployed at the event for the safety of event participants and the general public; _____

4.6 There are no material historical medical incident trends at similar events hosted previously at the venue which could have an impact on the safety of spectators at the event; _____

4.7 We have notified, in writing, the nearest police station - (_____ **SAPS Station**) of the details of the event.

SECTION 5 - EVENT RISK CATEGORIZATION RECOMMENDATION

We respectfully submit, with reference to all of the information set-out above, that the event should be categorized as **LOW RISK/ MEDIUM RISK/ HIGH RISK** (Delete where applicable)

I/We await your event risk categorization of this event.

An event briefing meeting has been scheduled at the event venue at on

(..... date and time)

Kind regards (Applicant)

For and on behalf & duly authorized by _____

(Full legal name of Event Organizer)

Event Application Form

Fill in the fields on this form, and then submit the completed form to the Ekurhuleni Metropolitan Municipality.

Please ensure you attach a site plan, including location of all temporary structures to the application. Please include site address, names of roads, park/reserve to be used.

NOTE: All fields are required.

Event Application Form	
Name of event	<input type="text"/>
Type of event	<input type="text"/>
Description of event (e.g. Why you're holding the event, who is your target audience, what activities will the event include?)	<input type="text"/>
Attach additional sheet if required!	
Venue Name	<input type="text"/>
CONTACT DETAILS	
Organisation	<input type="text"/>
Contact name	<input type="text"/>
Postal address	<input type="text"/>
Street address	<input type="text"/>
Phone number	<input type="text"/>
Mobile number	<input type="text"/>
Facsimile	<input type="text"/>
E-mail	<input type="text"/>

DATES / TIMES

Set up date	<input type="text"/>	Time	<input type="text"/> :
Event start date	<input type="text"/>	Time	<input type="text"/> :
Event finish date	<input type="text"/>	Time	<input type="text"/> :
Conclusion date	<input type="text"/>	Time	<input type="text"/> :

Number of people on location

Number of vehicles on location

Type / s of vehicles on location

PARKING REQUIREMENTS

Are you aware of on-site parking available? Yes No

Do you require parking to be made available? Yes No

Will events security be responsible for parking management? Yes No

STREET ACTIVITIES

If you anticipate more than 100 vehicles a Traffic Management Plan will be required.

Is a road closure or traffic management required? Yes No

If Yes, a Traffic Management Plan will need to be submitted 90 days prior to your event taking place.

Which Traffic Management company are you using?

Do you require the Ekurhuleni Metropolitan Police Department to assist with traffic management?

A FEE WILL BE CHARGED FOR THIS SERVICE! Yes No

CLEAN UP

(The organiser is responsible for the cleaning up of the venue)

What are your arrangements?

Expected date of completion	<input type="text"/>	Expected time of completion	<input type="text"/> H
------------------------------------	----------------------	------------------------------------	-------------------------------

EMM does not offer recycling options, would you like more information on this? Yes No

TOILETS

(One toilet per hundred people is required)

Will you be bringing in extra toilets? Yes No

If "YES "please attach a signed maintenance agreement

and programme.

ELECTRICITY

Is power supply required for this event?

Yes No

Will you require access to EMM power supplies, if available at the venue?

Yes No

WATER

Will you require access to EMM water supplies, if available at the venue?

Yes No

SOUND

Will there be any amplified sound?

Yes No

Give a brief description; i.e. expected dB Levels, etc.

SPECIAL EFFECTS (e.g. Fireworks, smoke, noise, lighting etc, also supply Health & Safety Certification for – Fireworks)

Will there be any special effects?

Yes No

ENTERTAINMENT (e.g. Bands, jumping castles etc)

Will there be any other types of entertainment?

Yes No

Give a brief description.

BUILDING CONSENT

Will there be any of the following?

Tents or marquees over 100m²

Yes No

Platforms or staging over 1m high

Yes No

Scaffold towers or grandstands

Yes No

Portable buildings (e.g. 'Portacom's')

Yes No

Temporary artwork or other structure

Yes No

Broadcasting platforms / temporary structures

Yes No

REGULATORY LICENCES

The organiser is responsible for obtaining all appropriate licences before approval for your event can be given. (Attach copies of licences granted.)

Which of the following licences will you require?

Do you have a current event categorisation form the National Commissioner?

Yes No

Risk categorisation certificate

Low Medium High

Sale of Liquor Yes No

Amusement Devices Yes No

Sale of Merchandise Yes No

Storage and use of LPG Yes No

Storage and use of Diesel Yes No

Storage and use of Kerosene Yes No

Will you be using Food Vendors Yes No

If Yes, are they registered and current? Yes No

Please give details

PUBLIC LIABILITY INSURANCE

Proof of your insurance is required. Yes No

Is a copy attached? Yes No

Company / Insurer

Amount R **Expiry date**

Comments

Resource consent

Have you applied for resource consent? Yes No

If you are unsure whether you require resource consent for the proposed activity you will need to contact the EMM Town Planner or come in to the EMM Offices and speak to a Planner to determine what rules of the Proposed EMM City Plan apply to your activity. If resource consent is required, the application form and information can be accessed from our offices.

CHARGES

The organiser will incur costs such as facility fees and other Ekurhuleni Metropolitan Municipality charges. The organiser will be responsible for the cost of barricades, signage, cones and other items that the event requires. The organiser may be asked to provide a deposit that will be refundable on fulfilment of council requirements.

Organisers must comply with the conditions for the use of Ekurhuleni Metropolitan

Municipality venues, stadiums, parks, streets, squares and facilities. A set of conditions will be attached to your certificate of approval. Any changes or additions to these conditions are at the discretion of Ekurhuleni Metropolitan Municipality.

PRIVACY ACT

The information collected will be used to ensure the effective processing of your application. It may, therefore, be distributed to other Ekurhuleni Metropolitan Municipality departments, external agencies and for public notification as required.

HEALTH AND SAFETY PLAN

We confirm that our organisation has a Health and Safety Management Plan.

Yes No

This plan complies with the requirements of the Safety at Sport and Recreational Events Act 2010 and the Occupational Health and Safety Act 1993, and Regulations and all other relevant legislation. This plan will remain in force for the duration of our event and will not be amended or cancelled during this time.

We confirm that our organisation has an Events Operational Safety Manual.

Yes No

This operational manual complies with the requirements of the Safety at Sport and Recreational Events Act, and Regulations and the Occupational Health and Safety Act 1993 and all other relevant legislation. This operational manual will remain in force for the duration of our event and will not be amended or cancelled during this time.

We confirm the following requirements are part of the Plan:

➤ **A system is in place for the identification, assessment and control of hazards.**

Yes No

➤ **Control measures for hazards are reviewed at intervals appropriate to the running of the event.**

Yes No

➤ **Health and Safety responsibilities are assigned to designated staff, that is, all those working on the event, including volunteers.**

Yes No

➤ **Organisation representatives have inspected the event location to ensure that the venue is safe.**

Yes No

➤ **An Accident Register is kept on site.**

Yes No

➤ **An emergency plan designed for our event is in place for dealing with a variety of emergencies.**

Yes No

➤ **A Health and Safety briefing will be carried out with staff (including volunteers) prior to each session of the event**

Yes No

and documented.

- **The Security / Stewarding Company employed complies with all statutory requirements of the Act.**

Yes No

- **All staff working at the event location has the necessary knowledge and skills to perform their job adequately, or that they will be adequately supervised.**

Yes No

- **A system is in place to ensure the public is not endangered by activities carried out at the event venue.**

Yes No

- **An events safety officer is appointed.**

Yes No

**Insert full names of events
Safety Officer**

**Insert appointed Safety Officers cellular
number**

**Total number of staff/volunteers working at
our event is**

CONFIRMATION

I the undersigned confirm that the above information is true and factual. I confirm that I am the authorised person for this matter.

Name

Date

Signature

If any details, relating to this permit application, are altered after the form has been submitted, please advise the Ekurhuleni Metropolitan Municipality, as soon as possible:

Event Development Administrator

Ekurhuleni Metropolitan Municipality

(Insert full details of address, telephone, mobile no., and e-mail here)

Act No 2 of 2010

Responsibility for Safety at Sports, Recreational Events and any major events

	REQUIREMENT	COMPLIANCE	COMMENTS
1.	Has the controlling body / event organiser / stadium or venue owner been identified?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
2.	Has the responsible person been appointed in writing?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
3.	Have sufficient persons been appointed, in writing to ensure the safety and security of the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
4.	Has an event safety officer been appointed in writing?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
5.	Will these persons as appointed be present at the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
6.	Is the security service provider registered in terms of legislative requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
7.	Has a written events safety plan been prepared?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
8.	Does the events safety plan detail the events:	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Safety measures?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Security measures?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Crowd management measures?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Motor vehicle parking arrangements?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Emergency medical measures?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
9.	Has the local police station been informed in writing as to the details of the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
10.	Does the safety plan include:		
	➤ Event risk assessment/s?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Event details including duration?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Stadium, venue or route design, safe capacity and compliance with other relevant safety certification?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Spectator profile and expected	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	

DISASTER and EMERGENCY MANAGEMENT SERVICES DEPARTMENT

	spectator attendance?		
	➤ Control of event service providers?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Availability of ablution facilities, refuse removal, water and lighting at the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Control of liquor?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Proactive and reactive fire measures?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Emergency medical measures?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Access and egress control?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Safety information announcements?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Emergency evacuation procedures detailing action to be taken by designated persons in the event of a major incident?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
11.	Has the National Commissioner made a risk categorisation of the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
12.	Is the risk categorisation document available?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
13.	Are there any specific conditions contained therein?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
14.	Has the following information been included in the submission to the National Commissioner to assist in making a risk categorisation of the event:		
	➤ The popularity or reputation of any team or person participating in the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Expected attendance at the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Location where event is to be staged?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Suitability of the stadium / venue or route in terms of physical structure; spectator	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	

DISASTER and EMERGENCY MANAGEMENT SERVICES DEPARTMENT

facilities; precinct layout?		
➤ Level of physical, human resource and electronic safety and security infrastructure?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
➤ Historical record of safety, security and medical incidents at similar events?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
➤ Relevant crime statistics?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
➤ Threat analysis regarding the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
➤ Certified safety certificate for the stadium; venue or route and precincts?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
➤ Age profile of attendees at an event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
➤ Consumption of alcohol and the management thereof?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
➤ Day of the week the event is to be held?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
➤ The commencement time and estimated duration of an event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
➤ The expected arrival or departure of participants and spectators?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
➤ The relevance of the outcome of a competitive event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
➤ The level of intensity of the rivalry between competing sports teams or sports persons participating in an event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
➤ Any tensions which may exist between the supporters of those sports teams or sports persons?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
➤ The positions of the teams on the league or the rankings of	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	

	the persons participating in an event?		
	➤ Any international, national, local, social, economic, political or security related factors which might have an impact on an event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ The availability of police officials, emergency and essential services to assist at an event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ The weather or other natural conditions which are anticipated to prevail before or on the day of an event;	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ The nature of pre-event spectator entertainment and marketing promotions?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Has written notification been given to the Local Authority?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
Safety Certificate			
1.	Has the Local Authority issued a current safety certificate for the stadium or venue?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
2.	Has the Local Authority issued a current grading certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
3.	Has the National Commissioner issued a high-risk event safety certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
4.	Has the National Commissioner issued a medium - risk event safety certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
5.	Has the National Commissioner issued a low -risk event safety certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
6.	Has a written recommendation by an independent registered person been considered?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
Existing Stadium / Venue Safety Certificate			
1.	Is there a current stadium / venue safety certificate as issued by the Local Authority?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
2.	Has an application been made for the renewal of the stadium / venue safety certificate at least 30 days prior to expiry of the	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	

3.	current certificate?			
	Has an application been made within 90 days of commencement of the Act?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>		
	4.	Does the safety of the infrastructure and accommodation at a stadium / venue make provision for adequate safe access and sufficient facilities for persons with disabilities?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
		Has a current grading certificate been issued by the Local Authority?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	6.	Does the grading certificate state the determined safe spectator capacity?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
		Does the grading certificate state the level of risk of the event that may be hosted at the stadium / venue?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	8.	Has the Authorised member been consulted prior to the Local Authority issuing a high-risk event grading certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	

New Stadium or Venue Design Safety Certificate

1.	Has an application been submitted to the Local Authority in the prescribed manor, at least three months prior to commencement of construction for a certificate in respect of the safety of the design of the stadium / venue?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>		
	2.	Does the stadium / venue owner in planning and designing a new stadium / venue comply with:	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
		➤ Prescribed safety and security requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
		➤ Conditions as stated in the certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
		➤ Applicable building legislation?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
		➤ Local Authority by-laws and guidelines?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
		➤ Applicable building design guidelines of the SABS?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	

	➤ Applicable stadium / venue infrastructure requirements as stipulated in writing by a recognised international controlling body?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Applicable requirements relating to medical facilities?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Other prescribed criteria relating to safety and security regarding the suitability of a planned stadium / venue to hold events?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
Certificate in Respect of Alteration of / or Extension to an Existing Stadium / Venue			
1.	Where at Safety Certificate has been issued for an existing stadium / venue and the owner wishes to alter or extend as prescribed, has an application to the Local Authority having jurisdiction for written approval of the proposed alteration / extension been submitted?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
2.	Has the Local Authority having jurisdiction taken the following into account in deciding the application?		
	➤ Certified safe capacity of the stadium / venue?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Spectator grandstand or multi-tiered seating design of the stadium / venue?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Spectator turnstiles of the stadium / venue?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Emergency exits, access routes or gates inside the stadium / venue or its precincts?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Physical spectator barricading inside the stadium / venue and within its precinct?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Traffic management design and impact plan?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Will the proposed alteration or extension affect the safety and security of persons at the	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	

	stadium / venue?		
	➤ The duration of the proposed building operation to give effect to the proposed alteration / extension?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
3.	Where a temporary structure is erected to alter or extend a stadium / venue, has written approval been applied for with the Local Authority having jurisdiction?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
High – Risk Event Safety Certificate			
1.	Has an application been made to the National Commissioner for a high-risk event safety certificate at least sixty days prior to the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
2.	Has a high-risk event safety certificate been issued by the National Commissioner which is subject to prescribed conditions?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
Contents of Safety Certificates			
1.	Does the safety certificate contain conditions as prescribed and considered necessary by the National Commissioner / Local Authority having jurisdiction?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
2.	Does the safety certificate reflect:		
	➤ The terms and conditions upon which the decision to issue is based?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Comply with the terms and conditions as prescribed?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
Amendments to Safety Certificates			
1.	Has a written application been submitted to the Local Authority having jurisdiction for the amendment of the Safety Certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
2.	Has a written application been submitted to the National Commissioner for the amendment of the Safety Certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
3.	Has amendments been made in the prescribed manner?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
Inspectors and Powers of Entry and Inspection			

DISASTER and EMERGENCY MANAGEMENT SERVICES DEPARTMENT

1.	Has the person been appointed in writing by the Local Authority?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
2.	Is there a member of the SAPS or another person accompanying the Inspector?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
3.	Is a register of compliance with the Act available?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
4.	Has the Inspector / SAPS member requested or examined any of the following documents?		
	➤ The stadium / venue safety certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Any stadium / venue records?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Any stadium / venue book?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Any other record?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Required a copy made of any document?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Issued an improvement notice?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	

Local Authorities Appointment of an Inspector

1.	Has the Local Authority ensured when appointing an inspector, that:		
	➤ The appointee has sufficient qualifications and experience in the field of safety and security?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Is the person registered with the Health Professions Council of South Africa?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Is the appointee registered as an advanced life support paramedic?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Has not at any time been convicted of a criminal offence involving dishonesty or violence?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ The appointee is independent and has no direct or indirect financial or other material interest in:	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	

	○ A controlling body;	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	○ A stadium or venue owner; or	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	○ Any other person who is directly or indirectly linked to the events ownership team?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
2.	Issued the appointee with a certificate of appointment.	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
Measures to Ensure Safety and Security at Events			
1.	Has the National Commissioner designated in writing a police official suitable qualified and experienced in events management as the authorised member?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
2.	Has the authorised member established an events safety and security planning committee for medium and high-risk events?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
3.	Does the events safety and planning committee consist of:		
	➤ The National Commissioner of an Authorised member?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Local Authority disaster management department?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Controlling body? (<i>High-Risk events only</i>)	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Stadium / venue owner?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Event organiser?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Emergency service provider?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Health and medical service provider? (<i>In terms of the National Health Act</i>)	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Security service of the State?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Provincial Health Department?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Events Safety Officer?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	

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4.	➤ Security service provider?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Volunteers, where applicable?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Persons the authorised member considers necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	4. Is the appointed member the Chair Person of the Safety and Security Planning Committee?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	5. Has the appointed member appointed all members of the safety and security planning committee in writing?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	6. Does the appointed member manage and coordinate the powers and duties of the event safety and security planning committee?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	7. Does the authorised member have overall authority to direct measures relating to safety and security at the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
Functions of Event Safety and Security Planning Committee			
1.	Does the event safety and planning committee:	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Consider the categorisation of the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Where the categorisation has changed, submit a written recommendation to the National Commissioner?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Prepare an event specific written safety and security plan?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
2.	Does the event safety and security plan provide for the coordination of the functions of the following persons:		
	➤ A police official?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ A member of the local authority disaster management department?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ A member of the emergency services?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ A representative of a National	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	

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Controlling body?		
➤ A stadium / venue owner or authorised member?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
➤ The event organiser?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
➤ The security service provider?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
➤ A steward?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
➤ A volunteer?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
➤ A health and medical service provider?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
➤ A member of the provincial health department?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
➤ A member of the local authority inspectorate?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
➤ A member of the security services of the state?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
➤ A member the authorised member considers necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
➤ Assign specific tasks relating to:		
○ Event safety measures?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
○ Event security measures?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
○ Deployment of Police officials?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
○ Deployment of security service providers?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
○ Emergency and essential services measures?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
○ The VOC?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
○ Event medical	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	

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measures?		
➤ Determine with regard to specific event prescribed measures relating to:		
○ Spectator access control?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
○ Vehicle access control?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
○ Vehicle parking measures?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
○ Accreditation?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
○ Control of liquor and prohibited substances?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
○ Control of tobacco usage?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
○ Environmental control?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
○ Vendor control?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
○ Corporate hospitality?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
○ Volunteers?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
○ Adequate access and accommodation for persons with disabilities?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
○ Communication?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
○ Spectator exclusion notices?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
○ Accredited training of stadium / venue personnel?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
○ Event ticketing safety measures?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
○ Prohibition notices?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
○ Control of prohibited of restricted objects?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	

	➤ Demarcate a site or area as a restricted area, where access may only be gained by:		
	○ Accreditation card?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	○ Event ticket?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
3.	Demarcate a zone surrounding or adjacent to a stadium / venue / route as an exclusive zone?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
4.	Designate prescribed commercial activities which may be conducted by authorised persons?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
5.	Submit advice as to steps necessary to safeguard a stadium / venue / route and its respective precincts?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
6.	Submit the safety and security plan to the national commissioner 60 days prior to commencement of a high risk event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
7.	Ensure that a security service provider complies with the Private Security Industry Regulation Act?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	

Venue Operations Centre

1.	Has a VOC been established for all medium / high-risk events held at a stadium / venue?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
2.	Has the event organiser established a VOC along the route?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
3.	Has the events safety and security planning committee approved the use of a temporary, alternative or mobile VOC?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
4.	Has the events safety and security planning committee decided it is not necessary for a VOC?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
5.	Has the authorised member determined which of the role-players or representatives are to staff a VOC for the duration of the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Police Officials?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Disaster Management services?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Private emergency medical	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	

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	services?		
	➤ Fire department?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ National Health department?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Provincial Health department?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Local Authority health department representative?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Provincial traffic department?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Local Authority traffic department?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Private security service providers?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Controlling body?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Event organiser?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Stadium or venue owner?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	Safety Officer?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	Volunteers?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	A person designated by the event safety and security planning committee?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	A person authorised by the VOC commander?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
6.	Is the authorised member the VOC commander?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
7.	Has the authorised member designated a suitably qualified and experienced police official as VOC commander?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
8.	Has the VOC commander ensured that written contingency and operational plans are prepared by the event safety and security planning committee?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
9.	Ensured that a plan for the event categorised as high-risk is approved by the National Commissioner in writing?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
10.	Distributed a copy of such plan to the relevant members of the safety and security planning committee, at least 30 days prior	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	

	to the event?		
Accreditation and Access to Designated Areas			
1.	Has consultation taken place with the safety and security planning committee to control access to any area within the stadium / venue or along a route and the accreditation process of person's?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
2.	Are all entry points to designated areas clearly demarcated?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
3.	Is signage displaying the area as a designated restricted access area clearly displayed?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
4.	Are access control officers trained and aware of their duties?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
5.	Are persons who are designated to enter restricted areas issued with an identity card depicting such authorisation?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
6.	Has the Minister of Police prescribed the process to be followed in respect of accreditation?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
7.	Has the Minister of Police prescribed identification, security and other physical features and information that must be incorporated within accreditation cards?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
Event Ticketing			
1.	Does the event organiser / stadium / venue owner require persons to purchase the event ticket?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
2.	Does the ticket display the day and time of the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
3.	Is a valid ticket required to be displayed to gain access to the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
4.	Is written permission from the event organiser / stadium / venue owner accepted as access authorisation?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
5.	Do the total tickets sold exceed the safe spectator capacity of a stadium / venue as determined by the local authority?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
6.	Has the National Commissioner prohibited the sale of tickets at the stadium / venue on the day of	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	

7.	the event?		
	If for a high-risk event, is ticket sales conducted at least one Km away from the stadium / venue?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	8. Has the events safety and security planning committee determined an alternative location for ticket sales?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	9. Has the Minister of Police prescribed any matter relating to ticket sales for the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
10.	Does the event ticket, at a minimum contain information relating to:		
	➤ Name of the area where the event will be hosted?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Name of the stadium or venue?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Nature of the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Date, day and time of the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Layout plan of the stadium / venue?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Block or sector spectator orientation information?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Conditions of entry to the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
Spectator and Vehicle Access Control			
1.	Has the control body / event organiser / stadium / venue owner appointed security officers in writing as access control officers for persons?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	Has the control body / event organiser / stadium / venue owner appointed security officers in writing as access control officers for vehicles?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
2.	Has the control body / event organiser / stadium / venue owner appointed peace officers in writing to be in charge of searches and seizures?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
3.	Are peace officers trained and conversant with their duties?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	

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4.	Do peace officers and access control officers display an accreditation card issued in terms of section 18?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
5.	Do peace officers / access control officers ensure that prescribed prohibited objects or substances are not permitted into the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
6.	Are all entry points to traffic free zones clearly identified?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
7.	Do all traffic free zones indicate by means of a notice that access is limited to specifically accredited persons / vehicles?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
Prohibition Notices			
1.	Has the National Commissioner issued a prohibition notice prohibiting or restricting the admission of spectators to a stadium / venue or route?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
Spectator Exclusion Notices			
1.	Has a spectator exclusion notice been issued with regards to the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
2.	Has the Minister of Police prescribed any factors that must be taken into account regarding the attendance of a person or group of persons?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
Event Safety and Security Measures			
1.	Has the event safety and security planning committee ensured the implementation of prescribed measures relating to:		
	➤ Safety?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Health and Medical services?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Health and Medical facilities?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Security?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Deployment of private security service providers?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Emergency and essential services?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	
	➤ Access and safety for persons with disabilities?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	

Deployment of State Security Services		
1.	Has the National Commissioner / Authorised member ensured that the necessary security measures and deployments are in place for the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
2.	If a number of events are hosted on the same day in the specific area, and the authorised member believes that the police will not be able provide adequate policing for the event, in writing notified:	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
	➤ The controlling body / event organiser / stadium / venue owner accordingly?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
	➤ Taken such steps as are reasonable and appropriate, to ensure the protection of persons or property at the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Public Liability Insurance		
1.	The controlling body / event organiser / stadium / venue owner must ensure that adequate public liability insurance as prescribed is in place?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
2.	Public liability insurance is sourced from a person authorised in terms of the relevant legislation?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>

SCHEDULE 2

PRO-FORMA SASREA SECTION 8(1) & 8 (4) SAFETY CERTIFICATE

(Local Authority Annual Existing Stadium or Venue Safety & Grading Certificate)



City of Ekurhuleni

Disaster Management and Emergency Services

(INSERT DATE HERE):

The Stadium/Venue Owner

(INSERT ADDRESS DETAILS OF APPLICABLE STADIUM/VENUE OWNER HERE)

Per e-mail:

Facsimile:

And to:

The Stadium/Venue Operator

(INSERT ADDRESS DETAILS OF APPLICABLE STADIUM/VENUE MANAGEMENT COMPANY/OPERATOR HERE)

Per e-mail:

Facsimile:

Dear SIR/MADAM

ANNUAL EXISTING STADIUM SAFETY & GRADING CERTIFICATE ISSUED IN TERMS OF SECTION 8 (1) & 8 (4) OF THE SAFETY AT SPORTS & RECREATIONAL EVENTS ACT, 2010 (ACT NO. 2 OF 2010) – (INSERT NAME OF STADIUM/VENUE HERE)

This document serves to certify that the following Stadium/Venue (DELETE WHERE NOT APPLICABLE), by my hand and my signature appended hereto, has been issued with an **existing stadium/venue** (DELETE WHERE NOT APPLICABLE) **safety and event risk grading certificate** on the following terms and conditions:

SECTION 1 - STADIUM/VENUE DETAILS

1.1 Name of Stadium/Venue:

1.2 Physical Address of Stadium/Venue:.....

1.3 GPS Co-ordinates of Stadium/Venue:.....

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SECTION 2 - VALIDITY

NOTE : THIS CERTIFICATE IS VALID FOR A PERIOD OF TWELVE (12) MONTHS AS OF THE DATE OF ISSUE THEREOF.

1.1 Date of Issue of Certificate:
.....

SECTION 3 - TERMS & CONDITIONS

1.1 The issue of this safety certificate has been made strictly subject to the compliance, by the Stadium/Venue owner (DELETE WHERE NOT APPLICABLE),to the following terms and conditions:

.....
.....
.....
.....
.....
.....
.....
.....

SECTION 4 - SECTION 8 (4) (b) GRADING CERTIFICATE DETAILS

The following determination has been made in terms of section 8 (4) (b) of the Act in respect of safe spectator of the stadium/venue and the level of risk of event that may be hosted at the Stadium/Venue. (DELETE WHERE NOT APPLICABLE)

1. (a) Determined safe capacity of venue:

Made up of:

Attendees/Spectators:

Support Staff:

(b) Determined safe capacity of stadium

(i) HIGH RISK GRADING

(a) Seated Spectators in grandstand/spectator viewing areas only –

.....

(b) Spectators on pitch in concert or similar event mode -

.....

(c) Event Support Staff –

.....

(ii) MEDIUM & LOW RISK GRADING

(a) Seated & standing Spectators in grandstand/spectator viewing areas only –

.....

**(b) Spectators on pitch in concert or similar event
mode -**

.....

(c) Event Support Staff –

.....

2. Level of Risk of Event that can be hosted at Stadium/Venue:

HIGH; MEDIUM & LOW. (DELETE WHERE NOT APPLICABLE)

Yours faithfully.

.....

(Insert Full Names & Official Position of Signatory Here)

For and on behalf & duly authorized by

(INSERT FULL LEGAL NAME OF LOCAL AUTHORITY HERE

Application for a Safety and Grading Certificate

This inspection guideline to assist Local Authorities with the compilation of the relevant documentation, inspections and certificates of compliance prior to the issue of a safety and grading certificate for a venue or stadium.

LOCAL AUTHORITY:			
VENUE LOCATION:			
VENUE GPS COORDINATES			
Venue – Current Safety and Grading Certificate by Local Authority:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of Issue:	
Venue / Stadium Risk Categorisation:	HIGH <input type="checkbox"/> MEDIUM <input type="checkbox"/> LOW <input type="checkbox"/>	As approved by the National Commissioner.	
Event Risk Categorisation:	HIGH <input type="checkbox"/> MEDIUM <input type="checkbox"/> LOW <input type="checkbox"/>	As approved by the National Commissioner.	
Security Service Provider:			
Is Security Service Provider Registered?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Registration Number:	
Service Provider has Public Liability insurance :	Yes <input type="checkbox"/> No <input type="checkbox"/>	Policy Number:	
VENUE LEGISLATIVE REQUIREMENTS	COMMENTS		

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1. <i>Has the National Commissioner made a decision as to the venue risk categorisation?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
2. <i>Has the National Commissioner made a decision as to the event risk categorisation?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
3. <i>Has the National Commissioner appointed a designated member?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4. <i>Does the National Commissioner require the appointment of an Events Safety and Security Planning Committee?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5. <i>Have the members of the Events Safety and Security Planning Committee been identified in writing?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6. <i>Have the members of the Events Safety and Security Planning Committee been appointed in writing?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7. <i>Is the responsible person in terms of section 8 (1) of the Act identified?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
8. <i>Is the responsible person in terms of section 8 (1) of the Act appointed in writing?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
9. <i>Is a documented venue safety policy displayed?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
10. <i>Has all staff, including temporary and volunteer staff undergone induction training?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
11. <i>Is workman's compensation insurance in place?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

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12. <i>Is a current letter of good standing with the compensation insurer available?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
13. <i>Is a documented incident / accident reporting procedure available to staff?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

PRIOR TO THE EVENT START:	COMMENTS	
1. <i>Are entrances / exists clear?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
2. <i>Are entrances / exists clearly demarcated?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
3. <i>Are staff / stewards in place, properly briefed and attired?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4. <i>Can emergency vehicles gain access?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5. <i>Are pedestrians segregated from vehicles?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6. <i>Are security precautions in place?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7. <i>Have adequate signs been provided, and erected?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
8. <i>Have all pre-event integrity inspections been completed?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
9. <i>identified and properly segregated from the spectators?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

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<p>10. Have all vendors making use of LPG been identified?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>11. Are all vendors making use of LPG been authorised in terms of the Local Authority bylaws?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>12. Are all food vendors authorised in terms of the Local Authorities</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>13. Has the Emergency Services issued a licence to operate for vendors using LPG?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>14. Have appointed child carers been screened?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>15. Is there a designated "lost children" care centre?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>16. Is the care centre clearly demarcated?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>17. Is the necessary identification documentation and forms available?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>SITE CONDITION</p>	COMMENTS	
<p>1. Has vegetation been cut back, debris removed and the area made safe?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

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<p>2. Are permanent fixtures in good condition e.g. seats, fencing, signage etc</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>3. Is site free from tripping hazards e.g. cables, potholes, footpath defects etc?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>4. Is site free of waste combustible materials?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>5. Are spectator sight-lines unimpeded?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>6. Is there any water or other safety hazards e.g. that need fencing?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>7. Have current weather conditions created new hazards to be addressed?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

ATTRACTIONS / ACTIVITIES / STRUCTURES	COMMENTS	
<p>1. Have all structures been completed?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>2. Have all structures been inspected and approved by a competent person where required?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>3. Are all activities / attractions / amusement rides sited correctly and</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

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<i>checked?</i>		
4. <i>Are all amusement rides authorised by the Department of Labour?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5. <i>Do all attractions / amusement rides operators have written authorisation available?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6. <i>Are all “jumping castles” etc. sited to ensure a soft fall area?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7. <i>Have all activities / attractions / amusement rides supplied evidence of insurance and compliance to health and safety requirements?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
8. <i>Are all potentially hazardous activities and equipment segregated and / or fenced as required? (generators / barbecues etc)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
9. <i>Have temporary decorations been installed correctly and checked?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
10. <i>Have any unanticipated hazards been introduced?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
EVENT PROVISIONS		COMMENTS
1. <i>Is a competent Events Safety Officer appointed</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

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2. <i>Are approved contingency plans in place</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
3. <i>Has all staff been trained in their duties with regards to contingency planning?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4. <i>Are designated “no-go “zones clearly demarcated?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5. <i>Do persons carry certified accreditation to access “no-go “zones?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6. <i>Are stewards in place?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7. <i>Are facilities for disabled persons in place</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
8. <i>Is lighting in place where required?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
9. <i>Is fire fighting equipment in place?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
10. <i>Are personnel trained to fire fighter first responder level?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
11. <i>Is signage adequate?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
12. <i>Have electrical supplies / equipment been checked / certified?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

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<p>13. Is all moving mechanical machinery adequately guarded or fenced off?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>14. Have toilets been provided as required?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>15. Are professional medical facilities available?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>16. Are there an adequate number of competent first aiders available?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>17. Are first aid facilities in place?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>18. Is there a Venue Operational Centre in place and the public address system working?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>19. Is access to the Venue Operational Centre restricted to authorised persons only?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>20. Are adequate waste bins in place?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>21. Is an adequate waste removal programme in place?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>AFTER THE EVENT</p>	COMMENTS	
<p>1. Have all the public gone?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	
<p>2. Have all ablution facilities been inspected to ensure the public have</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	

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<i>gone?</i>		
3. <i>Has a venue fire patrol been undertaken and the findings documented?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4. <i>Has a date and time been set for an event debriefing?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

EXHIBITORS / ATTRACTIONS	COMMENTS	
1. <i>Have all attractions / vending points been dismantled and removed?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
2. <i>Have all exhibitors / vendors vacated the venue?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
3. <i>Have all exhibitors / vendors cleaned their respective areas of waste</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4. <i>Has all waste food been properly disposed of?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5. <i>Have all vehicles left the venue?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
TEMPORARY FACILITIES	COMMENTS	
1. <i>Has all equipment been dismantled and removed?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
2. <i>Have all structures been dismantled and removed?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

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3. Have temporary markers such as stakes, ropes, flags etc been removed?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4. Have any holes/trenches etc been back filled?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5. Have all temporary electric installations been isolated and made safe?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

WASTE COLLECTION	COMMENTS	
1. Has all waste been collected satisfactorily?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
2. Has all waste been removed from the site?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
3. Have all residual fire hazards been checked e.g. fireworks bonfires?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

VENUE CONDITION	COMMENTS	
1. Has any damage to permanent facilities, fixtures, buildings or the ground been reported?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
2. Has any damage been found during inspection?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

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Note any defects here – they will need to be reported to the appropriate person.

INCIDENTS / ACCIDENTS:

Were any incidents/accidents reported during the event?

Yes No

If Yes describe briefly below. (If there was personal injury then please complete Accident / Incident Report)

Remedial action taken:

State here, what remedial action was taken at the time?

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***Print Name of
Inspector:***

Date of Inspection:

Signature: