

# GREATER KNYSNA MUNICIPALITY

## DRAFT

### TEMPLATE FOR AN EVENT SAFETY MANAGEMENT PLAN

Based on SANS 10366 (Sections 5.6 and 4.1.1);

Safety at Sports and Recreational Events Act

Note: This does not follow the exact order as in SANS or the Act but contains all the required categories.

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#### Ref

1. Cover Page
2. Index / Contents Page
3. Event safety policy statement:
  - a. Event organiser chart
  - b. Levels of safety responsibility
  - c. Health and Safety Policy and Plan
  - d. Site Safety Rules and Safety Plans
  - e. Safety plan
4. Definitions
5. Description and category of event / Details of the event
  - a. Venue design;
    - Structures;
    - Profile of attendees;
    - Capacity; Duration;
    - Food;
    - Toilets;

**Fire precautions;**

**Emergency medical care;**

**Access and exits**

**b. Description of event and venue;**

**Site Development plan (Feasibility Study)**

**Venue design safety certificate**

**6. Event Risk Assessment ( See Attachment A )**

**Section 6; Risk Assessment Plan ( OHS)**

**Risk Management Plan**

**7. Emergency Management Structure / Event Safety Management Structure**

**VOC Operational and Contingency**

**8. Event Management Plans (pro-active)**

**Rules**

**Coordination**

**Structural safety**

**Fire and Evacuation**

**Environmental Health Plan**

**Waste Management Plan**

**a. Crowd Management Plan / Crowd management and security plan**

**Number of stewards**

**Methods of working**

**Chains of command**

**Security**

**Crowd Management plan**

**Site Plans**

**Entrance and Exits**

**Opening Times**

**Special needs**

**Plan for parking**

**Performer actions**

**Ticketing**

**Seating Plan**

**Evacuation;**

**perimeter security,**

**stewards)**

**b. Traffic and Transport Management / Transport and Traffic Management**

**Plan detailing parking, access and egress, arrangements for public and emergency vehicles**

**Transport and Traffic Management**

**Traffic and Crowd Control;**

**Traffic management design and impact plan**

**c. Medical Plan (Medical and emergency care plan)**

**Procedures,**

**Resources and personnel for medical assistance on-site and arrangements with local hospitals**

**Medical Planning**

**Medical Staffing**

**Emergency Medical Plan incl Communication**

**d. Environmental Health Plan**

**ablution facilities,**

**certification of food and vendors**

**e. Environmental Management Plan**

**(protection of the environment,**

**waste management (See Annexure on Environmental Protection)**

**f. Communication strategy and plan**

Media liaison and communication)

Communications diagram. Incl reference Medical

**g. Emergency Plan / Major Incident Management Plan (multidisciplinary)**

Emergency Plan

Emergency plans of External Role-players

i. Refer to MIMP, WCDMPRRP;

ii. VOC Operational and Contingency Plan

**9. Contingency Plans / Risk specific plans (reactive)**

Suitable contingency plans for Minor Incidents

Evacuation Plan

High Winds-Tents and Structures )

Emergency Lighting plan

Load Shedding Plan

traffic gridlock delaying event

**10. Disaster Management Plan**

Coordination of all plans in event of disaster or potential disaster

Event Disaster Plan

Municipal Disaster Management Plan – Response Side –

Integrated Response Management

Generic Disaster Response and Relief Procedure – PGWC DRRP

**11. Attachments**

Maps – site layout plan

Plans – venue Layout plan

Documents –

- **event application,**
- **event permit,**
- **liquor license,**
- **engineering certificates of approval, etc**