

ISBN 978-0-626-31407-1

SANS 10366:2015

Edition 2.2

SOUTH AFRICAN NATIONAL STANDARD

Health and safety at events — Requirements

WARNING

This document references other documents normatively.

Published by SABS Standards Division
1 Dr Lategan Road Groenkloof ☒ Private Bag X191 Pretoria 0001
Tel: +27 12 428 7911 Fax: +27 12 344 1568

www.sabs.co.za

© SABS

SABS

SANS 10366:2015
Edition 2.2

Table of changes

Change No.	Date	Scope
Amdt 1	2012	Amended to update referenced standards, to correct cross-references, to change the title of a subclause in the clause on transport and traffic management and to replace the term "fork lift trucks" with the term "lift trucks", to delete a subclause in the clause on structures, to replace the term "emergency care practitioners" with the term "emergency care personnel", and to update general requirements for the medical facility in the clause on medical and emergency care management.
Amdt 2	2015	Amended to update the foreword, to update the definitions, and to renumber the definitions accordingly, to update the requirements for planning and management, to modify the requirements for crowd management, control and contingency planning, to change the requirements for transport and traffic management, and to update a requirement for safe handling of loads.

Acknowledgement

The SABS Standards Division wishes to acknowledge the valuable assistance derived from publications of the Technical Production Services Association (TPSA).

Foreword

This national standard was approved by National Committee SABS/TC 264, *Health and safety at events*, in accordance with procedures of the SABS Standards Division, in compliance with annex 3 of the WTO/TBT agreement.

This document was approved for publication in September 2015.

This document supersedes SANS 10366:2012 (edition 2.1).

A vertical line in the margin shows where the document has been technically modified by amendment No. 2.

This document is referenced in the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) and the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998).

This document is based on *The event safety guide* by the TPSA.

Reference is made in clause 1, 4.4 and 13.9(a) to the "relevant national legislation". In South Africa this means the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the National Sport and Recreation Act, 1998 (Act No. 110 of 1998) and its regulations with special reference to Construction Regulations 2014 during build-up and breakdown of events. **Amdt 2**

Reference is made in 3.5 to "relevant national legislation". In South Africa this means the National Qualifications Framework Act, 2008 (Act No. 67 of 2008). **Amdt 2**

Foreword *(concluded)*

Reference is made in 3.15 to the "relevant national legislation". In South Africa this means section 8 of the National Sport and Recreation Act, 1998 (Act No. 110 of 1998). **Amdt 1**

Reference is made in 3.21 to the "national regulating body". In South Africa this means the Engineering Council of South Africa. **Amdt 1**

Reference is made in 3.25(a) and (c) to the "relevant national regulating body". In South Africa this means the Health Professions Council of South Africa. **Amdt 1**

Reference is made in 3.25(b) to the "relevant national authority". In South Africa this means the Department of Labour. **Amdt 1**

Reference is made in 3.25(d) to the "relevant national body". In South Africa this means the Nursing Council of South Africa. **Amdt 1**

Reference is made in 3.38 to the "relevant national qualifications authority". In South Africa this means the South African Qualifications Authority (SAQA). **Amdt 2**

Reference is made in 4.1 to the "relevant national legislation". In South Africa this means the National Sport and Recreation Act, 1998 (Act No. 110 of 1998) and its regulations.

Reference is made in 4.2.1, 4.3, 4.5.4, 4.7, 5.1(e), 5.11, 6.2, 7.1, 8.17, 12.15, 14.21.16, 16.3, 16.10, 19.2, 20.2, 27.10 and 27.12 to the "relevant national health and safety legislation". In South Africa this means the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993).

Reference is made in 12.5 to the "relevant national legislation on private security". In South Africa this means the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001).

Reference is made in 12.5 to the "relevant national legislation on criminal procedure". In South Africa this means the Criminal Procedure Act, 1977 (Act No. 51 of 1977).

Reference is made in 18.3 to the "relevant national legislation on food, catering and hygiene". In South Africa this means the Liquor Act, 1977 (Act No. 63 of 1977).

Reference is made in 23.4 to the "relevant national legislation". In South Africa this means the Explosives Act, 2003 (Act No. 15 of 2003).

Reference is made in 27.13 to the "relevant national healthcare body". In South Africa this means the Department of Health.

Annexes A, B, C and D are for information only.

SANS 10366:2015

Edition 2.2

Contents

	Page
Acknowledgement	
Foreword	
1 Scope	9
2 Normative references	9
3 Definitions	10
4 Health and safety responsibilities	16
4.1 General	16
4.2 Organizing safe working conditions	16
4.3 Duties of the site/venue owner	17
4.4 National occupational health and safety legislation	17
4.5 Duties of employers and contractors	17
4.6 Duties of employees	18
4.7 The legal position of self-employed people	18
5 Safety planning for an event	19
5.1 Feasibility study.....	19
5.2 The planning phases of an event.....	19
5.3 Planning for the build-up.....	20
5.4 Pre-production.....	20
5.5 Planning for the set-up.....	21
5.6 Planning for the event.....	21
5.7 Planning for post-event management.....	22
5.8 Identification of required processes or services.....	22
5.9 Implementation.....	22
5.10 Measurement and evaluations.....	22
5.11 The role of the safety coordinator	23
5.12 Auditing and reviewing safety performances	24
6 Risk assessment	24
7 Planning and management	25
7.1 Health and safety planning	25
7.2 Health and safety policy and plan.....	25
	Amdt 2
8 Venue and site design	26
8.1 Capacity	26
8.2 Exits	26
8.3 Venue access	26
8.4 Entrances	27
8.5 Sight lines	27
8.6 Video screens	27
8.7 Seating/standing arrangements	28

Contents *(continued)*

	Page
8.8 Slopes	28
8.9 Observation points	28
8.10 Production infrastructure	28
8.11 Fire and medical precautions	28
8.12 Site workers	28
8.13 Hospitality area	29
8.14 Noise considerations	29
8.15 Catering and merchandising	29
8.16 Front-of-stage barriers	29
8.17 Signage	29
8.18 Public facilities	29
8.19 Excess patrons	30
8.20 Final site design	30
9 Fire safety	30
9.1 Venue capacity and emergency evacuation	30
9.2 General principles of emergency evacuation	30
9.3 Buildings designed for indoor public assembly	31
9.4 Buildings not designed for indoor public assembly	31
9.5 Sports stadiums	32
9.6 Outdoor venues	32
9.7 Stairways	34
9.8 Ramps	35
9.9 Exits	35
9.10 Doors and escape routes	35
9.11 Fastenings on doors and gates	35
9.12 Self-closing devices for fire doors	36
9.13 Exit and directional signs	36
9.14 Normal and emergency lighting	36
9.15 Fire-fighting equipment	37
9.16 Fire retardancy of curtains, drapes and other materials	38
9.17 Artificial and dried foliage	38
9.18 Special risks	38
9.19 Warning systems	38
10 Incident planning (emergency planning)	39
10.1 Major and minor incident planning	39
10.2 Event risk assessment	41
10.3 Coordination of emergency services	42
10.4 Venue operations centre (VOC)	42
10.5 Emergency services vehicles	42
10.6 Voluntary agencies	42
10.7 Bomb threats	42
11 Communication	43
11.1 Communication and coordination	43
11.2 Communication during the event planning phase	43
11.3 Preparation of key support documentation	43