



CTICC

EVENT SAFETY & SECURITY MANUAL

2026

Based on the requirements as stipulated in: SANS Code 10366; Safety at Sports and Recreational Events Act 2010 and Regulations 2017; and City of Cape Town Events By-Laws

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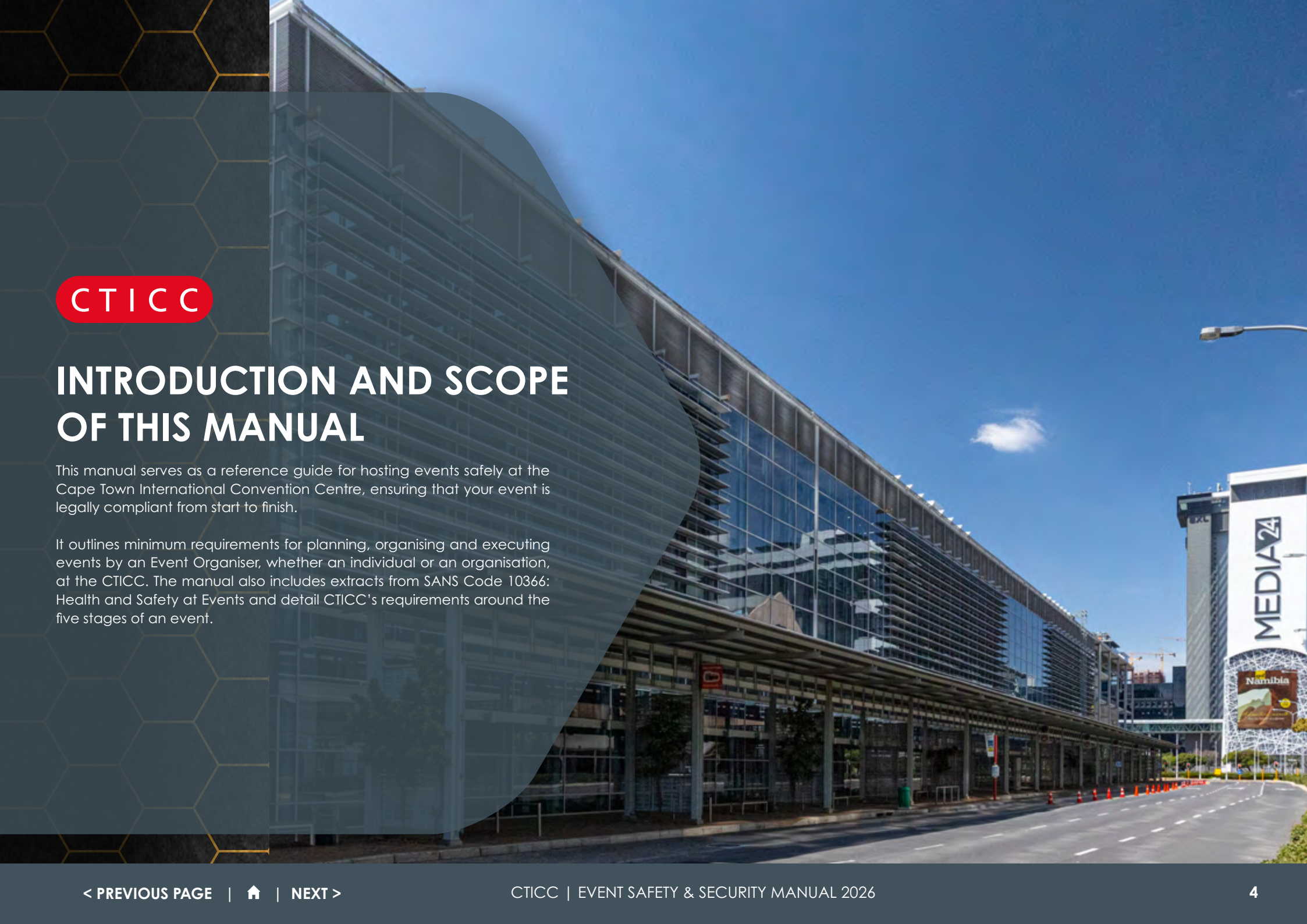
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CTICC is proudly associated with:



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CTICC

INTRODUCTION AND SCOPE OF THIS MANUAL

This manual serves as a reference guide for hosting events safely at the Cape Town International Convention Centre, ensuring that your event is legally compliant from start to finish.

It outlines minimum requirements for planning, organising and executing events by an Event Organiser, whether an individual or an organisation, at the CTICC. The manual also includes extracts from SANS Code 10366: Health and Safety at Events and detail CTICC's requirements around the five stages of an event.

STAGES OF PLANNING AN EVENT AT CTICC

These stages can be summarised as follows:



STAGE 1: FEASIBILITY STUDY

Evaluates the intended event. This involves initial planning, forecasting and assessing factors such as the approximate size and nature of the event, venue suitability, growth and sustainability.



STAGE 2: PLANNING

(Venue Requirements, Risk Rating, BDM and Permits)

Focuses on venue layout planning, contractor selection, and temporary structure design. A preliminary risk assessment is conducted to manage potential hazards.



STAGE 3: PRE-PRODUCTION

(Build Up, Production Schedules and Appointment of Service Providers)

Identifies risks and implements appropriate measures to eliminate or mitigate hazards.



STAGE 4: PRODUCTION

(Event phase – Live Event Days, VOC, Ticketing, Registration)

Covers the active event phase, ensuring safety measures are in place for workers and attendees.



STAGE 5: POST-PRODUCTION

(Break Down, Load Out, Event Debrief)

Involves the efficient dismantling of temporary structures and cleaning of the site, followed by an event debrief to identify areas for improvement.

The manual is divided into six sections for ease of reference:

1. CTICC Venue Design and Infrastructure
2. Duties of the Venue Owner (CTICC)
3. Obligations of the Event Organiser
4. CTICC's Requirements
5. During the Event
6. General Information

This guide applies to all individuals working in the venue, including Event Organisers, clients, exhibitors, contractors, sub-contractors, and crew. It should be used during the event planning process to ensure compliance with CTICC requirements.



01

CTICC VENUE DESIGN AND INFRASTRUCTURE

The CTICC operates within the City of Cape Town and the Western Cape Government's legislation. Event Organisers must be aware that an event permit may be required when planning an event at the CTICC.





ACCESS TO THE CTICC

The CTICC comprises two buildings: CTICC 1 and CTICC 2. The premises is located in the Foreshore in close proximity to the train station and two main roads. There are three car parks, namely: P1, P3 and P5 with site 1 and 2 as holding areas during large build-ups to avoid congestion in the marshalling yard at CTICC 1 and 2, located in the Foreshore area near major transport hubs.

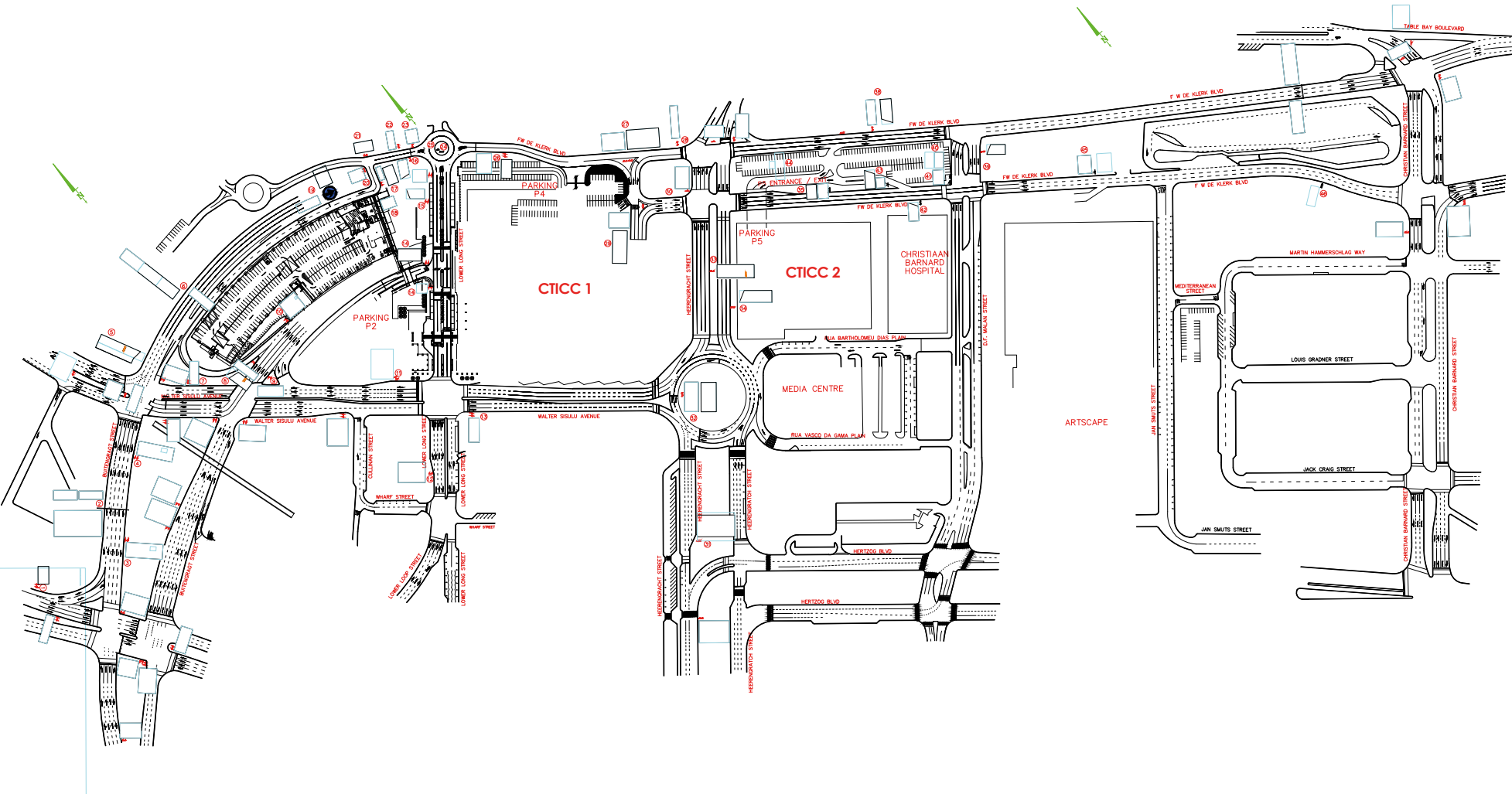
The premises include seven main public entrances and two coffee shops.

ADDRESS: CAPE TOWN INTERNATIONAL CONVENTION CENTRE

CTICC 1	CTICC 2
Convention Square	Cnr of FW de Klerk Blvd & 1 Lower Long Street
1 Lower Long Street	Heerengracht Street
Cape Town, 8001	Cape Town, 8001
Tel: (+27) (0)21 410 5000	Tel: (+27) (0)21 410 5000
GPS co-ordinates: 33° 54' 56" S by 18° 25' 36" E	GPS co-ordinates: 33° 91' 68" S by 18°42'91" E

Event deliveries should be directed to the Event Executive or Reception at the hosting location.

CTICC PRECINCT AND LAYOUT MAP



CTICC VENUE DESIGN

AUDITORIUMS 1 AND 2

These venues are subject to an event permit and are subject to assessment and SAPS Risk Categorisation.

Auditorium 1 has 1,516 seats, while Auditorium 2 has 612 seats. Food is not allowed in the auditoriums, and cleaning staff will be required for the general area, green room, and back-of-stage.

For events with more than 200 attendees or those involving complex rigging or stage extensions, a safety officer and medic must be present.

BALLROOM

The Ballroom is a flexible venue suitable for various event types, accommodating classroom or banquet seating. It can be divided into two smaller venues, Ballroom West and Ballroom East.

An event permit may be required for exhibitions or special events in this ballroom. Exhibitions are not normally accommodated in the Ballroom and must be approved. All custom stands must be approved by the CTICC.

NO:

- Hot works
- Electrical sawing
- Cutting
- Grinding

is permitted within the CTICC. A dedicated workspace in the marshalling yard is available for this purpose.



PLEASE NOTE:

- Loading into the Ballroom can only take place from Walter Sisulu Avenue and not via the main reception.
- Security must be booked for load-in and load-out.
- Driving on the Ballroom carpet is not permitted unless floorboards are placed to prevent any damage.
- Painting on the Ballroom carpet is prohibited unless cover sheets are used to protect the carpet.
- For rigging ensure the correct points are used. The maximum safe weight limit per anchor point is 250 kg.

EXHIBITION VENUES

The CTICC provides 10 132 m² of dedicated pillar-free exhibition space. A further 1 267 m² is available in Hall 4B which connects to Hall 4A with two pillars. Blank floor plan templates for Ballroom and Halls are available upon request.

CTICC 1: VENUE (AREA) WIDTH X LENGTH

Hall 1A	(1 032 m ²)	29.9 m x 34.5 m
Hall 1B	(997 m ²)	28.9 m x 34.5 m
Hall 1	(2 025 m ²)	58.8 m x 34.5 m
Hall 2	(2 118 m ²)	33.3 m x 63.6 m
Hall 3	(2 258 m ²)	33.3 m x 67.8 m
Hall 4A	(2 982 m ²)	41.7 m x 71.5 m
Hall 4B	(1 267 m ²)	181 m x 70 m

CTICC 2: VENUE (AREA) WIDTH X LENGTH

Hall 5	(1 533 m ²)	28.47 m x 53.88 m
Hall 6	(1 767 m ²)	32.80 m x 53.88 m
Hall 7	(1 537 m ²)	28.54 m x 53.88 m
Hall 8	(1 451 m ²)	36.97 m x 53.52 m
Hall 8.1	(307 m ²)	18.11 m x 17.00 m
Hall 8.2	(316 m ²)	18.11 m x 17.45 m
Hall 8.3	(345 m ²)	18.11 m x 19.07 m
Hall 9	(1 933 m ²)	35.86 m x 53.92 m





HALL DIVIDERS AND LOAD-IN DOORS

CTICC 1: HALLS 1 – 4

Halls can be divided into six separate areas using sliding wall panels designed to suit specific requirements.

- Hall 1A and 1B: Divisible into two separate areas with dedicated wall panels.
- Halls 2 and 3: Each has a full wall divider.
- Hall 4A and 4B: Share one wall.

Hall doors slide open and provide the below-listed accessibility for ease of build-up or strike:

Hall 1 7.2 m wide x 5.3 m high

Hall 2 7.2 m wide x 5.3 m high

Hall 3 7.2 m wide x 5.3 m high

Hall 4A 7.2 m wide x 5.3 m high

Hall 4B 9 m wide x 5.9 m high

CTICC 2: HALLS 5 – 10

Halls can be divided into lower (Halls 5 to 7) and upper (Halls 8 to 10) sections. Hall 8 can further be divided into three or four smaller halls using sliding walls.

Hall doors slide open and provide the below-listed accessibility for ease of build-up or strike:

Hall 5 7.9 m wide x 5.6 m high

Hall 6 7.9 m wide x 5.6 m high

Hall 7 7.9 m wide x 5.6 m high and on the side 10 m door to Marshalling Yard

Hall 8 8 m wide x 4.15 m high

Hall 9 7.9 m wide x 4.15 m high

Hall 10 7.9 m wide x 4.15 m high

Event Organisers requiring open sliding doors must arrange for a CTICC-appointed security officer at their expense.

FLOOR LOAD-BEARING CAPACITY

CTICC 1

Galleries and day restaurants	500 kg/m ²
Ballroom	500 kg/m ²
Hall 1	1 500 kg/m ²
Hall 2	3 000 kg/m ²
Hall 3	3 000 kg/m ²
Hall 4	1 500 kg/m ²

CTICC 2

Hall 5	3 000 kg/m ²
Hall 6	3 000 kg/m ²
Hall 7	3 000 kg/m ²
Hall 8	750 kg/m ²
Hall 9	750 kg/m ²
Hall 10	750 kg/m ²

EXHIBITION HALL HEIGHT MEASUREMENTS

CTICC 1

- Ceiling heights in Halls 1 to 4A is 18 m at its highest point and 10 m at its lowest.
- Hall 4B has a fixed ceiling height of 9 m.
- The ceiling is concave in shape for Halls 1 to 4A and flat for Hall 4B.

CTICC 2

Halls 5 to 7's ceiling height are limited to:

- 9 m at the lowest point under the two bulkheads of the operable walls
- 9.4 m to the underside of the bulkheads at the rigging points
- 11 m to the top ceiling, bearing in mind there are services in some places

Halls 8 to 10's ceiling height are limited to:

- 7 m to the lowest point under the two bulkheads of the operable walls
- 9.6 m to the underside of the acoustic ceiling kites' (Hall 10) lowest point
- 9.8 m to the rigging points
- Please note: No rhythmic activity will be allowed in Halls 8, 9 and 10.

RIGGING POINT LOAD-BEARING CAPACITIES

CTICC 1

- Halls 1 to 4A: Rigging points have a load capacity of 600 kg per point, with a maximum of 3 000 kg per Toblerone truss.
- Hall 4B: Rigging points allow a maximum of 250 kg per point, with a total of 1 500 kg per truss.
- Perlons beams are part of the roof support and cannot be used for rigging.
- Please note: Different operable wall configurations may reduce the load capacity of a truss. Please consult the engineer's report, which is available through CTICC Maintenance and Safety and Security.

CTICC 2

- The maximum rigging point load for Halls 5, 6, 7, 8, 9, and 10 is 500 kg per point.
- Weight load certificates and rigging plans are available on request.
- All rigging, branding, and banner plans must be submitted to the CTICC for approval.

LIFTS

The CTICC 1 has two observation lifts (capable of handling a capacity of 800 kg) and seven service lifts (capable of handling a capacity of 1 600 kg). The dimensions of the lifts are 1 600mm wide x 2 200mm deep x 3 000mm high and the door opening is 1 100mm.

The dimensions of the door of Lift No. 10 has slightly different dimensions – this door is 1.2m x 2.380m. It is located next to Boardroom 1.30, the first lift on the left-hand side if walking down the main gallery.

Lifts at CTICC 2 are readily available and signposted. Passenger lifts are disabled-friendly. Two goods lifts are available transporting goods up to 3000 kg. These lifts are available and operated by logistics personnel.

Goods are not permitted in the glass lifts.

PARKING

- There are three parking facilities near the entrances to the CTICC. This is a pay-on-foot system and first-come basis.
- Overnight parking is not allowed unless pre-approved by the Parking and Logistics Manager.
- For logistics and freight queries, please contact CTICCparking@cticc.co.za.

DISABILITY ACCESS

- Parking for disabled visitors is available in P1, P3 and P5, as indicated.
- Lifts, ramps and slopes are provided for ease of access.
- Event organisers are responsible for accessible event designs to all special-needs visitors and are encouraged to indicate arrangements on plans and programmes where needed.

For further details about the CTICC and its venues, please refer to the Client or Exhibition Manuals.



02

DUTIES OF THE VENUE OWNER



DUTIES OF CTICC AS VENUE OWNER IN RELATION TO THE LAW

The CTICC, as the venue owner of CTICC 1 and CTICC 2, must ensure full compliance with the responsibilities given in respect of the Safety at Sports and Recreational Events Act (Act 2 of 2010).

The Venue Owner's legal obligations in terms of the Act promulgated and put into operation in Government Gazette No. 33232 published on 27 May 2010 – effective from 2 August 2010 and amended in the Safety at Sports and Recreational Events Regulations, 2017; effective 3 March 2017. Event organisers are strongly encouraged to familiarise themselves with the requirements of the Act and comply with the terms and conditions it prescribes.

The CTICC offers assistance to its clients where it is in collaboration with you, to obtain all the necessary permissions and permits on your behalf in compliance with the Act.

Key points for your reference:

- A copy of the CTICC's Safety, Environmental and Quality policies.
- Copies of any other required compliance certification and documentation are available on request, e.g. Fire Safety, Electrical COC, Emergency Evacuation Plan – to which your own plan must interface with Health and Food integrity certification, etc.
- Details/certifications from the CTICC, as required by the published regulations to the forementioned Act as prescribed and demanded of our venue, are available on request.
- The CTICC subscribes to and is audited against three International ISO standards, namely ISO14001 Environmental management, ISO 9001 Quality Management and OHSAS45001 Health and Safety.

Copies of these certificates are available on request.



EVENT PERMIT REQUIREMENTS

All events with 200 or more attendees, or where amplified sound or erected structures will be present, require an event permit. Permit applications must be submitted at least 45 days prior to the event, to the City of Cape Town Permits' office for approval. The CTICC can facilitate this service. Late applications will not be accepted.

Documents required for the permit application process include:

- Completed Event Permit Application form signed by the organiser (pages 1-3);
- Public Liability Insurance (not less than R10 million);
- Safety Plan, including emergency plan, approved by the CTICC;
- Event Safety Officer Appointment letter (Section 4.4 of SASREA);
- Security Operations Plan;
- Medical Operations Plan (approved by WC EMS for events over 1000 people);
- SAPS Risk Categorisation;
- If required: Traffic/Parking plan, Accreditation plan, Road Closures plan;
- Floor plan or event layout approved by CTICC;
- Temporary Building Permit application (BDM11), if required, and should there be stages or structures in respect of the National Building Regulations;
- Completed BDM 12 form for the appointment of the Structural Engineer.





CUSTOM-BUILT STANDS AND TEMPORARY BUILDING PERMIT APPLICATIONS

Custom-built structures, marquees, or stages planned for events must be indicated on the event permit application and event floor plan. All structures should be approved by the CTICC and the appointed Safety Officer. Technical drawings must be provided for the Safety Officer's file.

Event organisers must submit the Structural Engineer's appointment letter (BDM11 and BDM12) to the CTICC at least 45 days before the event. The CTICC can facilitate temporary building permit applications through the City of Cape Town.

This process applies to:

- All custom-built stands;
- Stands with overhanging arches or fall risks;
- Double-tier stands;
- Marquees or tents more than 100 m²;
- Raked seating;
- Complex rigging;
- Structures with scaffolding as a support;
- Stages/ramps higher than 600 mm.

After construction, the Structural Engineer must approve and sign off on all structures post-construction and a Structural Engineer Certificate must be provided, on completion, to the Event Safety Officer (BDM13). There is a cost for this service normally covered by the stand builder or Event Organiser.

COVERED STANDS (ROOFED STANDS)

Covered stands are not permitted in the venue unless the process above is followed and approval sought from the CTICC Management. A fire safety plan must accompany the technical drawings.



FLOOR PLAN APPROVAL

Event floor plans must be confirmed and approved by the CTICC and used for the event permit application. Any changes to the floor plan require redraw and reconfirmation by the CTICC. Changes on the event day may void the permit. Approved floor plans are submitted to the Fire Department for final approval.

It is vital that the Event Organiser indicates, on a floor plan using CTICC's footprint (as per the floor plans within the client manual), in which Hall walls should be used. All events organisers will be required to provide a detailed floor plan indicating all stands, custom stands, registration and food and beverage areas. All aisles and space between stands and all firefighting equipment and fire exits must be indicated in red.

Please note: You need to provide a block grid (1 m²) over your floor plan for approval by the Fire Department.

All floor plans must include:

- Event name and dates;
- Name of organisation and person who has drawn the plan;
- Version number and date drawn;
- Venue/s name;
- Expected numbers in attendance (PAX);
- Scale of drawing;
- Indicate individual stands that are of a two-storey nature and where stands exceed three metres in height;
- Proposed location of temporary hose reels and exit signs;
- Stand numbers and dimensions;
- All fire/emergency exits;
- All (FFE) firefighting equipment;
- All entrances;

- All aisles and width of the aisles (minimum 3 m in halls);
- All stages including dimensions and height;
- All rigging and trussing (a separate rigging plan/plot can be provided);
- All AV and lighting (on a separate plan if needed);
- Medical posts;
- Seating arrangements/equipment;
- Catering areas/bars and tables and chairs;
- Hazardous materials (LPG) points or inlets;
- Shell scheme structures;
- Booths and ticket sales points;
- Banners (if known or separate plan);
- Marquees and tents, including dimensions;
- Food stalls;
- Gas points;
- Hall wall locations, if applicable;
- Vehicles or food truck vendors.

Event organisers should use the CTICC's Hall Footprint for floor plan designs and layout. A copy is available on request.



EVENT SAPS RISK CATEGORISATION

Most events at the CTICC require a SAPS Risk Categorisation as per Section 6 of the SASRE Act 2010. Your appointed Safety Officer can assist and an assessment should be done, taking into account the nature of the event, VIPs attending and the impact your event will have on the services in Cape Town.

This must be done at least six months before the event and not less than 45 working days before the event. SAPS will issue a risk rating based on the information provided.

For medium or high risk events, additional safety and security measures may need to be put in place and may include the deployment of City services. It is the Event Organisers' responsibility to ensure that City services are in place.



CTICC REQUIREMENTS FOR THE EVENT PUBLIC SAFETY AND SECURITY FILE

The Event Public Safety and Security file is the responsibility of the Event Organiser or their appointed Public Event Safety Officer when CTICC is not providing these services. This file must be available on-site for inspection by the CTICC, local authority and authorised member of SAPS. A copy should be kept in the Venue Operations Centre, as prescribed in the SAREA Act, when applicable.

The Event Safety file must include:

- Event Safety and Security Plan (including Disaster Management Plan, where applicable);
- The organiser's emergency plan tailored for your event must also be included;
- Event schedules and programmes;
- List of VIPs;
- List of contractors, exhibitors and service providers;
- List of food vendors and Certificates of Acceptability (audit checklist);
- Emergency evacuation plan tailored for the event;
- Safety Plan including the Risk Assessments;
- Event permit;
- Floor plan indicating fire equipment and emergency exits as approved by the CTICC;
- AV and stage details;
- Custom stand designs, technical drawings;
- Temporary building permits in respect of each custom stand;
- Public Insurance Liability (not less than R10 million);
- Event Public Safety Officer/Access Control Officer appointment letters;
- Security deployment plan;
- PSIRA details of Security Company and personnel and a copy/proof of their Public Liability;
- Plans and facilities for people with special needs;
- Medical Deployment Plan and Health Professional Council of South Africa registration numbers of medical staff supplied;

- Waste Plan, if not the CTICC's;
- SAPS Risk Categorisation;
- Traffic/Parking plan – if applicable;
- Gas plan;
- Accreditation plan;
- Weather contingency plan – if applicable;
- Road closures plan – if applicable;
- Admission Policies and Ticketing – where applicable;
- Fencing plan – if applicable;
- Noise Exemption Certificate – if applicable;
- Water safety and contingency plan – if Canal is used;
- Venue Operations Centre (VOC) details, if required;
- Copies of all certificates of compliance documents in respect of:
 - Electrical installations;
 - Gas installations;
 - Rigging;
 - Temporary stands (BDM13) Structural Engineer certificate;
 - COAs (food stalls/trucks);
 - Generators;
- Any special requirements or permits such as fireworks or pyrotechnics.



ROLE OF THE EVENT SAFETY OFFICER

The role of the Event Safety Officer is top priority and this should be the first appointment considered by the Event Organiser. The Safety Officer plays a consultative role and can assist with planning, permits, coordinating crew and contractors and compiling necessary documentation.

Safety Officers are required at events, regardless of risk categorisation of the event, and/or where major construction takes place and/or where work at heights is carried out with a risk of a person or object falling, or as dictated by the CTICC or event risk rating.

The Safety Officer or company can also represent and apply for an event permit and temporary building permits at the City of Cape Town and take the burden off the Event Organiser. The CTICC has a preferred supplier rendering this service. Should the Event Organiser appoint a non-approved supplier and once the appointment of the supplier is confirmed, a safety plan must be submitted to the CTICC.

The following documents are required:

- CTICC Access request;
- Qualifications of the Safety Officer (NQF Level 5 or more in Safety or SAIOSH Technical Member);
- Incorporation certificates of the company;
- Safety appointment letter;
- Public liability insurance for the appointed Safety Company (minimum R10 million).

The CTICC provides a standard operating procedure (SOP) for Safety Officers at events and the Safety Officer must read, confirm and understand the scope of this SOP. A copy is available on request.



ROLE OF THE MEDICAL SUPPLIER

The CTICC works with a preferred medical supplier, who manages the on-site medical facility. Medical plans are developed based on the event's risk rating and comply with legislated medical deployment tables. Note that medical plans for events with a forecasted attendance of 1 000 patrons or more, including staff working at the event, must be submitted to the Western Cape EMS six weeks before the event for approval. They will provide an approval letter to accompany the approved medical plan. All plans must comply with the National Health Act 2003 and relevant regulations in respect of emergency medical care at mass gatherings.

Should the Event Organiser appoint a non-preferred medical supplier, a medical plan must be drawn up and provided to the CTICC for review. The following documents are required:

- CTICC Access request;
- Qualifications of the medics;
- Current and valid HPCSA registration numbers for medics listed;
- Incorporation certificates of the company;
- Public liability insurance for the appointed Medical Service Provider;
- WC EMS approval letter, (if applicable);
- Medical waste plan;
- WC Government registration documents;

Only medical personnel who hold a status of 'independent practitioner' with the HPCSA will be allowed to work by themselves. Basic Life Support practitioners will only be allowed to work at the event under the supervision of an ILS or ALS.



ROLE OF THE EVENT SECURITY SUPPLIER

The CTICC offers security services through an approved supplier for events. CTICC security personnel will be provided for venue perimeter security to maintain normal activities, but this does not affect the organiser's responsibility for access control and accreditation planning. The CTICC and its personnel or service providers are not liable for claims arising from security-related issues within the organiser's event scope.

If the Event Organiser appoints their own security provider, an event security operations plan must be submitted to the CTICC. The following documents are required:

- CTICC Access request;
- Public liability insurance for the appointed Security Company (minimum R10 million);
- Security Company Private Security Industry Regulatory Authority registration certificate;
- All security personnel deployed are to be listed with their grades and relevant PSIRA registration numbers.

Please note, the CTICC requires security officers to have a minimum of grade C, and all event security staff must meet the PSIRA standards for registered event security.



03

RESPONSIBILITIES OF THE EVENT ORGANISER/CLIENT



RESPONSIBILITIES OF THE EVENT ORGANISER/CLIENT

OCCUPATIONAL HEALTH AND SAFETY ACT AND REGULATIONS (ACT 85/1993):

The CTICC, in line with the Occupational Health and Safety Act, ensures compliance with the prescribed elements and requirements. We prioritise the health and safety of all contractors, staff, workers, and attendees at events on our premises. This is part of our duty of care to ensure the safe management of activities within the CTICC.

To support this, the CTICC's requirements are aligned with the Construction Regulations under the Occupational Health and Safety Act. The information below highlights the relevant sections for your reference. Please see Annexure 1 for detailed obligations of the client.

HEALTH AND SAFETY RESPONSIBILITIES: DUTY OF CARE

DUTIES OF THE EVENT ORGANISER IN RESPECT OF NATIONAL OCCUPATIONAL HEALTH AND SAFETY LEGISLATION

The Event Organiser is responsible for ensuring the safety of the premises, entrances, exits, any equipment (e.g., generators, air conditioners), and substances within the event space, to ensure compliance with national standards and relevant legislation.

THE EVENT ORGANISER MUST:

1

Appoint a Safety Officer with whom to consult in relation to the different phases in event management and to formulate a plan to implement a health and safety policy.

2

Appoint a competent person who must be responsible for the health and safety at an event, and communicate throughout the organisation about managing the health and safety policy.

3

Conduct a risk assessment for the planned event at the proposed venue. The purpose of such a risk assessment is to identify potential hazards, assess the risk which might arise from those hazards, and decide on suitable measures to eliminate, mitigate, or manage them, and the effects on workers, for the full duration of the event.

4

Liaise with venue and the service providers and determine the levels of services needed.

5

Establish, document, implement and maintain a health and safety management system and continually improve its effectiveness in accordance with the requirements of this standard.

6

Define and implement a health and safety policy and must ensure commitment to and awareness of the policy. The health and safety of attendees must become an integral part of the planning, management process and general culture of the Event Organiser.

7

Must maintain a safety file for the event and provide information, instruction and training to persons working at the event.

8

Ensure the Section 37.2 agreements in relation to sub-contracting are in place.

9

Ensure that role players with key safety responsibilities are confirmed in writing and letters are in the safety file.

10

Must ensure that the health and safety of the workers during the event is monitored and effective training and supervision have been provided to ensure safety at the event.

RISK ASSESSMENT

Event size, complexity, and duration will determine the extent of planning needed to ensure safe working conditions. The Event Organiser must consider the following risk assessment principles when planning an event:

A preliminary risk assessment should be conducted during the planning phase to manage and mitigate potential hazards, in line with relevant occupational health and safety legislation.

The Event Organiser must establish a risk assessment plan at the planning phase. The Event Organiser must conduct a preliminary risk assessment and plan for the management of possible hazards in order to reduce or eliminate risks. This risk assessment must comply with the local and relevant national occupational health and safety legislation (see legal reference).

In order to assess the risks associated with staging an event, the Event Organiser must:



Identify hazards associated with event activities and determine where and how they will occur.



Identify individuals who may be harmed and assess how they may be affected.



Evaluate existing safety precautions and assess the need for further action to improve safety.



Record findings, especially if five or more employees are involved, detailing any at-risk individuals and the appropriate measures implemented.



Maintain all records for debriefing and future event reference.



All employers and self-employed people must assess the risks to workers and others who might be affected by their work. They must decide whether the safety precautions are adequate or not and what other controls might be needed.

A risk assessment for the build-up and break-down can only be carried out once information has been received from the contractors, other companies and self-employed people who will be working on-site. A site visit to the venue may be required to identify specific hazards.

Hazards associated with the assembly of large numbers of people can vary according to the nature of the event and these hazards must be similarly assessed in terms of the levels of risk. Event history, including performers and attendees, can provide useful insights. The risk assessment will identify areas where additional safety measures may be necessary to lower risks to acceptable levels.

The Event Organiser must record the risk assessment (in the case of five or more employees), the findings, details of any employees or other role players identified as being at risk, and the appropriate measures that are in place to mitigate or manage the risk. All records must be kept to assist in the debriefing and for reference for future events. The Event Organiser must have a risk assessment policy to ensure that the risk assessment is reviewed and revised if needed.

04

THE CTICC'S REQUIREMENTS



THE CTICC'S REQUIREMENTS



HEALTH AND SAFETY RULES AND REGULATIONS

During the event or exhibition setup and breakdown period, it is advised employees and people who happen to be in the building do not walk through the exhibition halls, meeting rooms and lounge areas where the work is being carried out.

Care must be taken to protect the CTICC building, property, and people during build-up or strike. All activities should be carried out with care and not rushed to avoid unsafe conditions.

A clear action plan, assigned responsibilities, and sufficient breaks can reduce work pressure.

To prevent injury, workers should avoid wearing rings, piercings, watches, bracelets, or necklaces while working. Loose clothing and jewellery are strictly prohibited when working with machinery with moving parts.

Proper preparation is key to avoiding unsafe situations. Any safety concerns must be reported immediately to the Event Services Manager or the on-site Safety Officer. For any uncertainties about specific tasks, the Event Services Manager should be contacted.

When operating machinery, conducting hoisting activities, or working at heights, ensure the equipment and tools are used for the intended purpose only and follow all safety instructions.



ACCESS POLICY

CTICC-approved identification must be worn by all contractors, staff, and workers on-site. Non-accredited suppliers and their staff are required to complete the CTICC's induction process at the P1 Parking Induction room or online before receiving identification.

Anyone in the venue during setup and breakdown must wear a wristband provided by the CTICC or the Event Organiser. Contractors and suppliers must complete the induction process in advance for smoother access.

All contractors must enter and exit through the CTICC security control point in the Marshalling Yard. Event-related personnel will receive identification tags at the event registration desk and must wear them at all times.



AISLES AND INTERNAL LAYOUT CONSIDERATIONS

The provisions of SANS 10400 must apply to all floor layouts, including the plenary session hall layouts. The minimum aisle space applicable between exhibitions stands is three metres (3 m). Should any item or structure be placed

or protrude into the designated aisle space, the CTICC reserves the right to request the removal thereof or remove the said item without any liability for loss or damage. Aisles must align with fire exits.

The organiser must submit to the CTICC an event floor plan layout indicating seating, aisles, escape routes and fire exits in compliance with the provisions of SANS 10400.



AV EQUIPMENT (LED/LCD/PLASMA/PROJECTION) AND INSTALLATION

The CTICC has a preferred Audio-Visual supplier that can assist with AV requirements. Please note: For wall-mounted screens, the thickness of the stand walling must be a sound structure at least 16 mm thick. Exhibitors are to advise if they require wall-mounted/pole stand/table stand screens.

LED screens must be supported by a hoist where appropriate. LED cable and power must be properly installed to avoid power leakage.

Any stand structure that comes with a LED screen must be supported with a metal frame. All LED screen installations and power requirements must be submitted to the CTICC for review and approval.



BANNER HANGING AND RIGGING

Banners may be displayed in specified areas with hanging bars, provided they do not obstruct venue signage. The CTICC has limitations on branding in areas that are designated as public space, such as foyers and galleries.

Hanging of banners or flags above stands in the Exhibition Halls requires CTICC approval. The CTICC has a preferred supplier to handle all rigging requirements, including the hanging of simple signs, banners and lights. The CTICC's preferred supplier is fully compliant with national safety standards.

Please enquire with your Sales or Event Executive for a list of pre-approved banner hanging positions.

The CTICC requires accurate plans showing the positioning of suspended items, their weight, as well as the height of the bottom of each item from the ground. This must be submitted to the CTICC for approval 30 days before the event. The CTICC's preferred supplier can provide a design and construction service for all banners and signs should assistance be required.

Further requirements include:

- All banners require the approval of the CTICC Management at least 30 days before hanging.

- Banner design and production must be organised and confirmed at least two weeks prior to build-up.
- All banners are to be delivered on the first day of build-up. Late delivery will incur a surcharge.
- All banners have a minimum of two points of suspension; if more are required a quote will be provided accordingly.
- Banner position and height to be agreed upon in writing before installation. The organiser is to provide an overall décor installation plan before build-up.
- Banners must be double-sided. Single-sided banners that need to be put together on-site will incur a surcharge.
- Banners must have a suspension bar both top and bottom (including finials). Sewn sleeves must easily accommodate the suspension bar, which must protrude a minimum of 50 mm on both sides of the banner.
- The Event Organiser is responsible for ensuring that banners are clean and ready for display.
- Banners can only be hung from areas accessible by the cherry picker or rope access crew. The cherry picker must be operated by a licenced driver on production of the necessary competency certificates and can be booked via the Confex department.
- Banners can only be hung from areas where there are appropriate hanging bars and load-bearing capacity available.
- Banners are to be constructed from flat fabric, have no lighting or other attachments and must include flame-retardant certification.



BIOLOGICAL HAZARDS

During specialist conferences or workshops, medical supplies such as sharps may be used. Anyone using sharps as part of their event must seek prior approval from the CTICC. An approved impermeable container must be supplied for the immediate disposal of the used sharps.

Extreme caution must be exercised in the transport, use, storage, and disposal of sharps and biological matter (e.g. needles, blades, syringes) to prevent injury, illness, contamination, misuse, or environmental damage.

Sharps, biological matter and associated waste must be safely and securely stored whilst on-site to prevent unauthorised access. All waste must be transported off-site for appropriate registered medical waste disposal at the client's expense and must never be disposed of in the CTICC waste bins.



CATWALK

The use of the catwalk is subject to strict controls. Access requires approval from the CTICC, after which the Security department may provide entry. Care must be taken when accessing or working on the catwalk.



CHEMICALS

Persons utilising chemicals as part of their undertaking must comply with the legislative requirements for storage, handling and transportation. National legislation identifies those requirements and where possible, the need for hazardous chemicals should be eliminated.

For events involving hazardous chemicals, prior approval must be sought from the CTICC. The following must be provided:

- A completed statement of works and application.
- A current Safety Data Sheet (SDS) kept on-site during the event.
- Appropriate Personal Protective Equipment (PPE) for handling chemicals.
- An emergency plan for spill and vapour containment.



CLEANING

The CTICC mandates the use of its contracted preferred supplier cleaning services of all events. Generic cleaning is provided by the CTICC in all public areas. Once the client's exhibition commences, the CTICC is not responsible for the cleaning of the venue. Any additional dedicated cleaning services must be arranged and paid for by the Event Organiser.

All exhibitors are responsible for the cleaning of their stands. Dedicated cleaning of stands will be for the exhibitor's account unless arranged and paid for by the organiser. Wherever possible, the need for hazardous chemicals should be eliminated.

Anyone using hazardous chemicals as part of their event must seek prior approval from the CTICC and the following must be provided:

- A statement of works and application.
- A current SDS in the on-site OHS file.
- Appropriate PPE for handling hazardous chemicals.



CARPETING

Exhibition Halls 1 to 4B have concrete flooring and must be carpeted. The CTICC's preferred supplier provides carpet tiles, which are 1 sqm in size.



CONSTRUCTION (EXHIBITION/CUSTOM STANDS)

Any building or construction work must comply with National Building Regulations and relevant standards and codes. All work must align with the relevant City of Cape Town TDA, Building, and Development requirements. Plans should be submitted to the CTICC (for approval) and TDA for a temporary building permit.

The organiser/contractor (stand builder) is responsible for ensuring that each stand maintains suitable clearance below the ceiling, leaving at least half a metre of space below any sprinkler head.

CTICC approval is required for all custom-built stands, two-storey structures, scaffolding, or temporary seating. For two-storey stands, approval will only be granted once the contractor provides a Safe Work Method Statement, which should be included in the Safety File.

All structures exceeding three metres must receive approval from the CTICC as builds above this height could obstruct fire exit signs. Such designs should have a temporary building permit and:

- Plans of the structure;
- Be constructed or erected according to the approved design plans;
- Contractors must document risk controls for all construction work and submit them to the CTICC.

Organisers and their appointed contractors should also:

- Complete construction work off-site, where possible;
- Follow permit system for hot work, confined space and work from heights;
- Adhere to safety information and instructions for housekeeping, electrical safety and dust;
- Produce Safety Data Sheets (SDS) for any hazardous chemical substances used on-site;
- Comply with the CTICC site safety rules on Personal Protective Equipment;
- Ensure that any construction materials meet fire retardant standards (e.g. non-combustible, non-flammable), where applicable;
- These rules also apply to:
 - Stages higher than 600 mm;
 - Marquees or tents with coverage of more than 100 m²;
 - Covered (roofed) stands which are not permitted in the venue without approval from CTICC Management.

A fire safety plan must accompany all technical drawings.

Event Organisers who plan to house/use any of the above must provide a structural engineer's appointment letter (BDM11 and BDM12) to the CTICC for approval 45 days before the event. This is to ensure compliance is met with legal, safety and fire regulations. The CTICC can facilitate the application of temporary building permits through the City of Cape Town or the Event Organiser can handle this process directly.

Contractors who build/erect the above type of structures are to submit a structural engineer's appointment letter (BDM12) along with the technical drawings indicating front, side and top elevation to the CTICC for approval at least 45 days before build-up day.

After construction, the Structural Engineer must approve and sign off all structures erected and a Structural Engineer's Certificate must be provided on completion to the Event Safety Officer (BDM13). There is a CTICC fee for this service.

Please note: Workshop areas are created for ease of use.

Construction (build-up and strike) will not take place without the on-site presence of medical personnel and the OHS Safety Officer as indicated in the Health and Safety Plan/Methodology Statement.



DRAPING

The CTICC does not permit ceiling draping within the venue due to the fire risk posed by covering air conditioning, sprinklers, smoke detectors, statutory signage, or CCTV cameras. Only perimeter draping inside the venue is permitted.

- Draping must only be installed by an experienced draper and a MEWP driver with a valid operator's licence. A Flame Retardant Certificate must accompany all draping.
- Ensure that the drape line does not obstruct CCTV cameras, fire detection systems, or sprinkler protections.
- When draping is used in displays, it must not touch electrical wiring or fittings and should hang at least 5 m above the carpeted floor.



DUST

Any activities likely to generate excessive dust must make use of dust containment or extraction measures. Guidelines include:

- Use dust bags with all sanders and dust-generating equipment or establish a system to limit health hazards;
- Vacuum rather than sweep dust;
- Remove dust promptly to prevent slip hazards and dust transfer;
- Eliminate ignition sources where combustible dust is generated;
- Place slip warning signs on smooth floors where dust is being created.
- Use appropriate PPE for dust.



FIRE ESCAPES

Fire escapes and exit signage are located throughout the venue. Event organisers must ensure that neither the signage nor the exits are obstructed in any way. Additional signage must be added to stands should fixed venue signs be blocked.



FLAMMABLE AND HAZARDOUS MATERIAL

Prior written permission from the CTICC and the Fire Department is required for using flammable or hazardous materials, including gases and liquids. Liquid petroleum is not permitted at the CTICC. If LP gas is allowed, only one 19 kg cylinder is allowed.

Containers larger than 100 L are prohibited. The volumes of flammable liquids given in the outline below must apply.

Flammable liquids must be stored as outlined below:

- Only use purpose-manufactured containers (100 L or less) with opening tools not available to the public.
- Store decanted flammable liquids in sealed, purpose-designed containers secured from public interference.
- Only decant flammable liquids using purpose-designed pumps.
- Use purpose-designed portable containers for decanting flammable liquids from portable containers.

Permissible volumes of flammable liquids allowed on premises include:

- Petrol (not permitted without CoCT and CTICC approval). Hazardous materials storage must align with ISO 45001 standards and abide with the local fire code.
- LPG is the main source of fuel for external non-CTICC catering operations. The Event Organiser must ensure that where LPG is installed, handled and stored in accordance with SANS 10087-1 or SANS 10087-3, a certificate of compliance must be in place.



FLAME RETARDANT: WOOD PALLETS/HESSIAN/THATCH/STRAW/DRAPING/BANNERS

Combustible items such as fabric, paper items, banners, items made of wood pallets, hessian, thatch and straw are regarded as major fire hazards and it will be required to provide a Flame Retardant Certificate for these items, before the start of the event.

FLAME RETARDANT PROPERTIES OF MATERIALS AND FABRICS

Flame retardant properties of all materials must be specified and the Flame Retardant certificate should include:

- Ignition time for fabric/material;
- Continuous flaming after removal of the test flame; and
- Continuous flaming of the drip residue.

Tests must be conducted on both sides of the material, and the minimum requirements for flame retardancy include:

- Material ignition time: 3 min
- Continuous flaming time (air removal of flame): 2 seconds
- Continuous flaming time of drip residue: 2 seconds





NAKED FLAMES

Naked flames include candles, burning incense, gas fires, sparklers, fuel lanterns, or any other flame used for display, set or theatrical purposes. The CTICC has strict fire protection requirements and as such, all naked flames are prohibited.

Anyone wishing to use naked flames as part of a display, table centrepiece, theming, set design or theatrical performance, is advised to seek safe alternative LED motive-type lighting and must obtain approval from CTICC Management.

Under no circumstances will the stand be left unattended while the flame is alight. LED or other illuminated candle substitutes are preferred. The designated company treating the draping/tablecloths with fire retardant must provide the CTICC with a Fire Retardant Certificate.

When added to different materials, flame retardants help prevent fires from starting or limit their spread, providing consumers with a critical layer of fire protection.



ELECTRICAL FITTINGS AND EQUIPMENT

All electrical equipment brought into the CTICC must adhere to the South African Electrical Installation Regulations, Electrical Machinery Regulations, and SANS 10142. Non-compliant equipment will be removed immediately at the exhibitor's expense, and any damages caused by faulty equipment will be charged.

- The Event Organiser must ensure no electrical equipment interferes with the CTICC's electrical installation.
- Electrical services are provided only during the event and official build-up and breakdown hours.
- Connections and disconnections to and from the CTICC electrical power distribution system may be made only by the CTICC's electrical services department staff.
- The Event Organiser must adhere to power-loading restrictions.
- A Certificate of Compliance (Electrical COC) is to be produced for any electrical connections made from the CTICC electrical distribution system.
- Single-phase power is available throughout the building.
- Three-phase power points are available from facility boxes in selected areas throughout the centre.
- Dedicated use of electricity and services is charged to the Event Organiser.

- Electrical fittings must be installed by the designated CTICC electrical service provider.
- Electrical or other cables crossing walkways or public areas at floor level could cause a trip hazard. Where possible, cables should be raised above the walkway. If this is not possible, cables must be kept to a minimum, adequately covered and highlighted to avoid trip hazards.
- Ensure portable electrical equipment and leads have a current test and tag attached in accordance with SANS 10142.
- Ensure all electrical installations are performed by a licensed electrical contractor and the necessary equipment for operation must be supplied.
- Halogen lights are not permitted due to fire risks. Low wattage or LED light displays should be used instead.
- The CTICC operates various power systems. Electricity is distributed at 240 V and 380 V. Event organisers must notify the CTICC Event Executive at least two weeks in advance if their power requirements exceed 60 Amps three-phase.
- Normal Power – total available supply of 8 MVA (8000 KVA). UPS Power – used to drive all essential equipment, control and evacuation lighting during emergencies (approximately 100 KVA).
- Emergency Power – 2 x 800 KVA totalling 1600 KVA emergency power generated by two diesel generators used to drive all emergency systems during power failures.
- Clean Power System – clean power with a separate earthing system is provided to all audio-visual power supply points, used to reduce power-induced noise on audio-visual signal.
- Exhibition Power – 500 KVA per exhibition floor. On an optimum percentage utilisation (3 m x 3 m exhibition space) this can provide approximately 250 exhibitors with 2 KVA per stand (diversified). This can be plugged into points in these areas for large power consumers. The unit has a dedicated meter for costing purposes.



EVENT DÉCOR

Event Organisers must follow these requirements:

- Any steel wire used must be at least 6 mm (0.24 inches) in diameter and the final requirements will be based on the total weight of the structure to be supported.

- Steel wires must be hung in straight lines for all decorative materials.
- Proposed plans and/or diagrams must include any power connection requirements.
- Materials or items for proposed decorations which weighing over 30 kg must be submitted to the CTICC for review and approval.
- A rigging plan will be required for suspended décor items and a structural engineer's certificate may apply.

Non-compliance with these requirements may result in delays or the rejection of decorations.



EXIT AND DIRECTIONAL SIGNS CONSIDERATIONS

In an emergency, clearly indicate all available exit routes so that attendees and workers are aware of all the routes by which to leave the venue in an emergency. Exit route signs that are clearly visible to everyone can prevent panic in an emergency.

All fire safety signs, notices and graphic symbols must comply with national regulations.

- Signage must comply with all the relevant requirements of all parts of SANS 1186 and SANS 7001.
- Exit signs must take the form of a pictogram symbol and should be supplemented by text bearing the words "EXIT" or "FIRE EXIT" in visible lettering. Any exit, including directional signage, on an escape route must be clearly indicated by suitable, lit exit signs positioned, wherever possible, immediately above the door or opening.
- If an exit is not visible, or if people may be unsure of its location, directional exit signs should be placed along the escape route. These signs must be sufficiently large, fixed in conspicuous positions, and, if possible, located between 4 m and 5.5 m above ground level.



FOOD TRUCKS AND DISPLAYS

The Event Organiser must receive written approval from the CTICC to appoint a vendor or bring a food truck onto the premises. A valid and relevant Certificate of Acceptability (COA) must be available and displayed in the food truck. The Event Organiser or vendor must provide suitable portable fire-fighting equipment at the catering operation, dependent on the activity type. The equipment must comply with the requirements of SANS 1475 (all parts). No combustible materials must be allowed next to any catering outlets. Suitable firefighting equipment levels are as follows:

- N-cooking: a 2 kg dry-powder extinguisher;



FORKLIFTS

Forklift operators must be licensed and present a certificate of competency upon request from a CTICC representative. Copies of these documents must be kept in the legally-required site safety file. Forklift operations must follow these guidelines:

- The maximum speed limit for forklifts is 5 km per hour (walking pace).
- Forklifts are not to be stored in exhibition halls. A forklift parking area is available in the Marshalling Yard.
- Any damage caused by forklifts or their loads must be immediately reported to the CTICC Safety and Security department.



FLOORS ACCESS AND DESIGN (RAISED, STEPS AND RAMPS)

All stages, floors, ramps and raised platforms must be designed to accommodate people with disabilities. Failure to do so may result in discriminatory action, which is not constitutional. Raised floors, steps/stairs and ramps must comply with the relevant sections of the National Building Regulations and may need a City of Cape Town Building Development Management (BDM) application and structural engineer certificate on completion of construction.

FLOORS: EDGING

Where possible all corners on aisles and walkways must be rounded (no sharp corners) and tapered down from stand floor level to existing floor level to ensure that no trip hazard exists. A corner nosing is recommended.

- Ramps and landings with drop-offs must have edge protection, such as lips, walls, railings or projecting surfaces that prevent slips. A ratio of 12:1 applies.
- All raised flooring must be treated to reduce trip or slip hazards and be clearly distinguishable from the surrounding floor area. This can be achieved using markings, contrasting edge, tactile surface indicators, non-slip materials and effective lighting.
- Stand edging is the responsibility of the stand owner and must be continuously monitored during the event to ensure that it remains in good condition.

- All ramping must be incorporated within the stand floor space and must not encroach on the aisle way.
- Where ramps are used:
 - a. The gradient must be constant and not interrupted by steps;
 - b. The maximum gradient for a ramp subject to heavy crowd flow, must not exceed 1 in 12;
 - c. The ramp must have a non-slip surface and, as appropriate, a guard rail and a handrail; and
 - d. ramps installed for wheelchair users must comply with SANS 10400-S.

FLOOR LEVELS AND STEPS

Ensure that steps are constructed for all raised floors where the height exceeds 190 mm as per SANS requirement and follow the National Building Regulations. Ensure handrails are provided where height exceeds 600 mm. The minimum height for handrails must be 860 mm.

Ensure that the gap/opening from the nosing line of a step to a rail does not exceed 125 mm.

FLOOR SURFACE

All floor surfaces must be constructed to ensure safety using firm, slip-resistant materials and should be traversable by all users. All floor coverings, including carpets, must be securely attached and exposed edges must be fastened to floor surfaces and have trim along the entire length of the exposed edge. Carpets should have a level, low pile and a firm pad or no pad at all.



GENERATORS AND COMPRESSORS

Any organiser, contractor or exhibitor wishing to use generators or compressors (including any pneumatic devices like confetti cannons) must obtain approval from the CTICC for the equipment to be used and adhere to the following guidelines:

- Use of compressed CO₂ systems, if possible.
- Use of Low Smoke Generators (LSG), if possible.
- Maintain a minimum exclusion zone of two metres distance around the system.
- Position the unit clear of people to minimise noise and exhaust fumes.
- Place the unit in a well-ventilated area.
- Do not obstruct public access or roadways.

- Schedule re-fuelling during quiet times.
- Place drip trays under units.
- Use of fire retardant confetti flutters, if possible.
- Protect leads and hoses from damage and place in trays or overhead to prevent trip hazards.
- If operating internally, contact the Maintenance Office to isolate smoke detectors in the area and ensure exhaust fans are operational.
- Use an appropriate approved fuel container/s.
- Supply an appropriate fire extinguisher.
- Fuel must be stored outside the building, away from generators.



HOUSEKEEPING

Your designated area must be kept clear of rubbish buildup. Contact your event manager for further details. Materials of any kind may not be stored or placed in designated fire exit lanes. Waste or items left on the floor increase the potential for injury or fire. Good housekeeping is everyone's responsibility. At no time may paint, thinners, hazardous or suspect substances be disposed of by pouring them down the drainage system.



LADDERS

If no other access system is reasonably practicable, a portable ladder may be used provided it complies with legislative requirements, is used safely and is only used to carry out light-weight work of short duration. When using portable ladders, the following is recommended to minimise the risk of falls:

- Ladder register and inspector must be on-site.
- Only use industrial ladders – domestic ladders should not be used.
- Metal ladders must not be used when an electrical hazard exists.
- Ladders must be used in line with manufacturers' instruction.
- Ladders should be firmly secured, tied off or held firmly by another person.
- A ladder should not be 'walked' by the person standing on the ladder.
- Only one person on a ladder at a time.
- Do not climb higher than the third rung from the top of the ladder.
- Only work on a job within easy arm's reach from the ladder.

- Climb and descend facing the ladder maintaining three points of contact.
- Do not carry anything when climbing or descending.
- Do not place ladders in vehicle or pedestrian traffic areas.
- Stepladders should only be used in the fully open position.
- Slip-resistant footwear should be worn when using ladders.
- An inability to comply with any of the above requirements indicates that a ladder is inappropriate for the work required and should be replaced with a more suitable temporary work platform (e.g. scissor lift). The CTICC will not loan or hire out ladders for use.



PLUMBING

Plumbing services are exclusively provided by the CTICC contracted suppliers. Plumbing installations require drawings indicating the layout of plumbing points required in the stand.

All plumbing installations must be completed before the carpet is laid and stands are erected due to the plumbing points being in the floor trenches.



PLANT AND EQUIPMENT

All plant and equipment brought onto the CTICC site must be maintained in line with Health and Safety Regulations. All portable electrical equipment must be tested and tagged and within test dates. Double adaptors are not permitted. When faulty equipment is identified, it must be tagged 'Out of Service' and removed from the site. Users may not bring anything of an explosive, poisonous, corrosive or radioactive nature onto the CTICC premises.



MOBILE ELEVATED WORKING PLATFORMS (MEWPS AND ACCESS EQUIPMENT/OPERATORS)

The CTICC can assist with the following MEWP units:

- Cherry pickers;
- Scissor lifts.

All access equipment required may be arranged via the CTICC Operations Services Department. Equipment will be sourced from our preferred supplier and booked based on confirmation and availability.

Please note that the equipment hired is charged for at a daily rate. The equipment should be ordered at least 72 hours before the build-up day.



RIGGING

The CTICC has a contracted preferred supplier for rigging. The CTICC offers audio-visual rigging services for exhibitions and banner-hanging requirements. Charges apply. All rigging details, including weights, rigging plan, temporary smoke detector isolation requests must be submitted to the CTICC before the event.

An emergency retrieval plan must be available and submitted to the Safety Officer. Please be aware that no external personnel or contractors will be permitted to commence work on any exhibition shell schemes before the installation of all rigging points and truss structures.

Please note that access equipment (MEWP) for rigging purposes is not included in the rigging quote from our supplier. Should you provide your own rigger, a medical certificate should be provided and the contractor and operators utilised must fully comply with the provisions of the relevant Health and Safety Regulations.

RIGGING COSTS

All rigging systems are subject to a charge per rigging point calculated on the maximum load for that point. If additional trusses and motor hoists are required, these can be hired from the AV company. All trusses and motor hoists must be supplied by the rigging or AV company.

RIGGING GUIDELINES

These guidelines govern the attachment of any hardware to and from the CTICC's building structure, including rigging points, truss panels, fly bars, banner rods and high beams. Examples of such hardware include rigs, motors, trusses, lights, audio, video walls, LED walls, projectors, laser systems, banners and any other equipment that needs to be suspended from rigging points. Adherence to the following requirements is mandatory:

- The CTICC reserves the right to refuse services if equipment fails to meet the safety standards and guidelines
- The CTICC AV Department may prohibit the installation of any items not in compliance with the rigging guidelines.
- Any attached equipment can only be moved in the presence of the AV installation representative.

- Rigging is strictly not allowed on conduits, sprinkler pipes, gas pipes, drywall, lighting fixtures, raceways, bus ducts, ceiling tiles, or other non-load-bearing structures.
- Proposed rigging requirements and plot diagrams should be submitted for approval a minimum of two weeks (14 days) in advance of the event. Failure to do so may result in a possible delay or rejection of the rigging projects.

Plans and diagrams must include the following:

- An accurately scaled plan.
- Maximum weight load per point, including motors and chains.
- All items to be hoisted and quantities on each truss system, i.e. speakers, lighting units, projectors, scenes, signs, special effects, automated units, etc.
- All hanging structures must be supported by full metal frames.
- The minimum thickness of any steel wire must be at least 6 mm (0.24 inches) in diameter and the final requirement will be based on the weight of the total structure.
- Any stand structure that includes one or more trusses and/or hoists must be reviewed by the AV Department.
- Company, project name or exhibition and designer name must be provided.
- Complete contact information of the person/organisation submitting the application.
- A detailed production schedule for set-up and breakdown.
- All rigging must conform to show management's rules and regulations, as well as the CTICC's Safety and AV Department's requirements. No hanging items – high and low – may exceed show height limitations. A secondary or redundant truss 'safety' is required on each individual item suspended from the rigging points.
- All equipment and materials to be hoisted must be clearly marked with 'WLL' (Working Load Limit) or 'SWL' (Safe Working Load) and meet the standards and requirements. Hardware not accepted in a weight-bearing capacity includes: carabiners (exceptions: locking forged steel-rated carabiners), open weave straps, quick links, French clips, snap clips, dog clips, shackles which do not meet strength requirements MS ISO 2415:2005 – forged shackles for general lifting purposes.
- All product materials must be non-flammable and must conform to RoHS Compliance (Restriction of Hazardous Substances). Certificates should be available upon request for applications under consideration.
- All flown support structures, trusses, equipment and hardware must pass and conform to the overhead lifting requirements established by the CTICC AV and Safety Department. Please contact our AV Department for additional information regarding the capabilities of any equipment that you are considering bringing into the Centre. Final decisions on the safety limits of any item will rest solely with our AV Department and safety representative.
- Rigging must not be disturbed, removed, or damage the fire-retardant material which is applied to any rigging points or trusses. Beams may be wrapped with 0.5 cm (0.21 inches) burlap or carpet on the truss where permanently installed rigging points do not exist. This rigging application can only be at the structural panel point.
- It is required to produce tags, labels, and/or supporting documents to verify that the specific inspections and certifications have been performed in accordance with the standards set by the Occupational Health and Safety Act and its regulations. All pertinent information must be on hand and available upon request by the CTICC safety manager and AV Department's representative.
- Any lifts that operate on diesel fuel are strictly prohibited. Only electrical lifts are allowed in the halls when the public is present.
- Once a rigging point reaches its maximum weight capacity, no additional weight can be added to the support structure or truss. Climbing personnel or equipment are not permitted.
- Any load with a chain motor or any other lifting device must be considered a dynamic load. All loads of this type must hang straight – no load should be hung at an angle. If a rigging point does not exist where a point is required, a high beam or truss will be installed to provide the desired rigging point.
- Personnel are not allowed on the truss or any flown structure without a fall arrest device.
- All rigging hardware, equipment, or show-related items must be removed from the rigging points at the end of an event.
- Only the CTICC's rigging truss is permitted for attachment to the rigging points.



NOISE IN VENUE

Consideration must be given to limit the noise levels of machinery and vehicles used at the Centre to ensure others are not adversely affected. The loading dock is overlooked by residential tenancies that may be impacted by activities in the dock area and within the Centre. Any high-noise activities must be reported to the Event Services Manager prior to the event.



OUTDOOR EVENTS

Approval from the CTICC must be obtained. Guidelines for any outdoor events include:

- Use only outdoor-suitable appliances. Electrical equipment near wet areas must be RCD protected.

Application for noise exemption:

- Position barbecues away from structures to prevent fire spread. Supervise them and keep firefighting equipment nearby.
- Prevent oil drips using trays and non-slip mats.



PERSONAL PROTECTIVE EQUIPMENT

HIGH VISIBILITY VESTS AND ENCLOSED FOOTWEAR

During load-in and load-out, all staff must wear high-visibility vests and enclosed footwear. Contractors handling rigging must wear hard hats.



SERVICE PITS

If service pit covers are removed to make connections to pit services, the covers must be replaced immediately, ensuring all lids are securely positioned. While pit covers are removed and work is being carried out on an open pit, risk must be minimised through implementing appropriate control measures. Alternative material must not be used as a substitute for the metal covers.



STEWARDS AND SECURITY PERSONNEL

The main responsibility of stewards and security officers is crowd management. They are also there to assist the police and other emergency services if necessary. Apart from the specialist security officers provided for the protection of the performers, the use of separate teams for security and stewards must not be considered without consultation with the relevant stakeholders. The roles of these two groups are closely interlinked and lack of communication can lead to ineffective crowd management. Crowd

management is not achieved by attempting to control the audience, but by trying to understand their behaviour and various factors that can affect this.

A risk assessment should determine necessary numbers based on site layout and audience profile. A comprehensive survey must be carried out to assess the various parts of the site and the size and profile of the audience must be considered. Basing stewarding security deployment numbers on the risk assessment in line with SASREA, rather than on a precise mathematical formula, will allow a full account to be taken of all relevant circumstances, including previous experience.

To manage the audience, stewards must be located at key points, such as barriers, pit areas, gangways, entrances, exits, the mixer desk and delay towers. Stewards who are responsible for crowd monitoring, must face the crowd. They must also ensure that people are appropriately seated and do not obstruct stairs and exit routes.

When designing the venue and site, take into account factors that can impact crowd movement, such as:

- Multiple-stage entertainment;
- Provision of satellite stages, platforms and stage thrusts;
- Sound and video towers;
- Sight-line obstructions or restricted views;
- Multiple-barrier systems and pens;
- Location of facilities;
- The psychological state of the audience; and
- Special effects.

For the risk assessment, consider the following:

- Previous experience of specific behaviour associated with the performers and audience;
- Uneven ground, presence of obstacles, etc. within or around the site that affect flow rates;
- The length of the perimeter fencing;
- The type of stage barrier and any secondary barriers; and
- The provision of seating.

The Event Organiser and security company must have a written agreement outlining the roles, responsibilities and staff deployment, a checklist (if necessary), and a plan of key features. Stewards must be briefed before the event, particularly on communication protocols in case of a major incident.



TEMPORARY STRUCTURES

GENERAL

Many events require the provision of temporary demountable structures, for example, grandstands, stages and marquees. Managing these structures' safety is crucial and requires a separate risk assessment.

DESIGN AND ERECTION

The failure of any temporary demountable structure, no matter how small, in a crowded, confined space can have devastating effects. It is therefore essential to design and erect structures to suit the specific intended purpose and to recognise that the key to the safety of these structures is largely in the:

- Appropriate design and materials;
- Correct placement, especially near access areas;
- Proper planning and control of work practices; and
- Careful inspection and certification of the finished product.

KINDS OF STRUCTURE

The kinds of structure usually found at events include stages, sets, barriers, fencing, tents, marquees, seating, lighting and special effect towers, platforms and masts, video screens, TV platforms and crane jibs, dance platforms, loudspeaker stacks, and signage and advertising hoardings. Temporary demountable structures erected outdoors must comply with all the requirements of indoor structures and must take additional factors created by the effects of the weather into consideration.

On completion of the structure, a structural engineer must inspect and provide a structural engineer's certificate (BDM13) to the Safety Officer.

MONITORING AFTER THE ERECTION OF TEMPORARY STRUCTURES

The Event Organiser must ensure that a competent person monitors a structure that is susceptible to the effects of the weather and misuse (for example by overloading the roof structure) at all times. In practice, this means that a representative of the supplier, or another suitably qualified person, must be on-site at all times while the temporary demountable structure is in use, either by workers or during a performance. The ground must be checked regularly after the structure has been erected for load-bearing deterioration.



STAND DISMANTLING

- Do not dismantle stands before the stipulated time. All stands must be fully removed by the specified deadline.



VEHICLE OR CRAFT DISPLAY

- For vehicle display within the CTICC, halls or in any public foyer areas, written approval from the CTICC is required. Ensure that fuel tanks are sealed with a fuel cap and locked.
- Provide the CTICC Safety and Security department with a set of spare keys for the vehicle(s).
- Drive below 5 km/h.
- Escort moving vehicles with a spotter.
- Keep pedestrians clear.
- Ensure fuel tanks are full (vapours are explosive).
- Avoid discharging exhaust fumes in enclosed spaces.
- Where possible, disconnect vehicle battery terminals.



WASTE MANAGEMENT AND SUSTAINABILITY

If waste is generated as part of the event, removal must be coordinated with the CTICC. The Event Organiser must identify the type of waste hazards posed, and collection and disposal methods, adhering to relevant by-laws.

An event waste management plan should include details on types, volumes, hazardous nature, temporary storage facilities, and methods of collection and disposal, while prioritising waste reduction, reuse, and recycling. Medical waste must be handled by qualified personnel following applicable best practices.



WORK PERMITS

If the on-site involves hot work (e.g. welding, entry into a confined space) or work at height over two (2) metres, a work permit is required. Work cannot commence on any of the above activities without the appropriate permit. Permits can be obtained from the CTICC maintenance office and approved by Safety and Security.



WORK AT HEIGHTS

A large amount of work undertaken within the CTICC requires work to be conducted from heights, such as rigging, shell scheme builds, building custom stands and two-storey structures etc.

For all tasks involving work from heights, preference should be given to the use of platform ladders, scissor lifts, elevated work platforms or where possible bringing the work to ground level. A Safe Work Method Statement (SWMS) is mandatory for all work involving Elevated Work Platforms (Scissor lift, Snorkel).

Appropriate and approved harnesses or fall restraint devices capable of arresting a fall from a height of no more than 2 metres must be used whenever personnel are working at height. This includes riggers, scaffolders, stand builders, audio-visual workers, lighting crews on trusses etc.

Custom build stands/two-storey structures require CTICC approval. Approval will only be granted for the construction of two-storey stands after the contractor provides a Safe Work Method Statement (mandatory).

Boom lifts and scissor lifts: May only be legally operated by individuals holding an elevated work platform certificate and relevant licence. It must be operated safely and follow the manufacturer's instructions. Logbooks are to be completed in all instances of use. Whilst in the bucket, boom lift operators should always wear a harness and ensure it is attached to one of the designed attachment points. Use on firm even ground only.

Emergency retrieval: A Spotter must be in place to lower the boom using ground level control, and the emergency retrieval plans must be in the safety file.



04

DURING THE EVENT



DURING THE EVENT



ACCREDITATION PLAN

ADMISSION POLICIES

The Event Organiser must establish and clearly communicate an admission policy considering:

- Pass-outs that enable attendees to leave the event for a short time and to return. Controls should be in place to avoid abuse of this system.
- Guest/VIP/restricted areas that might necessitate separate access points for access of particular types of ticket holders, for example, guests, VIPs, artists, workers, officials and emergency services workers.
- Consideration should be given to the location of the gates between these areas and the main arena to prevent crowd build-up at such points.

The admission policy can have a direct effect on the rates of admission, management of entrance areas and audience accommodation in general. The following points are recommended:

- Cash sales – to ensure a steady flow of people into the venue when an entry is by cash, the admission price should be set at a round figure. This avoids the need for handling large amounts of small change. Where possible, the cashpoint should be located away from the entrances.
- Ticket-only sales – the advantage of confining entry to ticket-only is that the rate of admission should be higher than that for cash sales. If tickets are sold at the event, separate sales outlets should be provided, wherever possible.
- No ticket sales on-site – if all tickets have been sold out in advance, or if tickets are not sold on-site, every effort should be made to publicise this fact in the media. In addition, signs advising people of the situation should be placed along with all approaches to the event. This is to avoid unnecessary build-up of crowds outside the venue.



FACILITIES FOR PEOPLE WITH SPECIAL NEEDS

The Event Organiser must plan and provide facilities for people with special needs, including special access, ramps, facilities, and viewing areas compliant with national regulations. In the event of an emergency, the evacuation of people with special needs should be considered in the plan.

PLEASE NOTE: People with special needs can include people with mobility problems (including wheelchair users), difficulty in walking, and impaired vision or hearing. Bear in mind that women, children, the elderly and people with disabilities are highly vulnerable to crushing.



OPENING ENTRANCES AND FRONT-OF-STAGE AREA

The Event Organiser must provide a line(s) of stewards across the arena through which the audience can move towards the stage in an orderly manner. This should be supplemented by public announcements to keep the audience informed about what is happening. When entrances are first opened at non-seated events, the audience tends to rush towards the front, which can cause tripping accidents and injuries. Careful consideration should be given to how the area in front of the stage will be managed and stewarded when the entrances are opened. If a standing area is provided in front of the stage, the entrances must not lead directly to this area from stage right or left.





TICKETING

Since ticketing policies have a direct effect on the safe management of the audience, the Event Organiser must ensure that:

- Where a capacity or near-capacity attendance is expected for an event, admission must be by advance ticketing only;
- Tickets for seats that offer restricted views, or that are not covered, must be marked accordingly, and the buyer fore-warned;
- Seats with severely restricted views must not be used;
- Part of the ticket that is retained by the attendee after passing through a ticket control point must clearly identify the location of the accommodation for which it has been issued;
- A simplified, understandable ground plan must be shown on the ticket;
- If there is more than one entrance, colour-coded tickets must correspond to different entrances and the audience must be proportionally divided between entrances;
- All sections of the venue, aisles, rows and individual seats must be clearly marked or numbered, in accordance with the ticketing information; and
- The controlling authority is notified by the Event Organiser or contracted service provider (or both) such as ticket sales agencies of the ticket sales progress to determine the necessary resources to be deployed in accordance with the population certificate issued, depending on the venue.



SPECIAL EFFECTS REQUIRING CTICC APPROVAL

The stage manager must be consulted about the use of special effects at least two weeks in advance. Specific permissions or licenses may be necessary for each effect:

- The use and presence of pyrotechnical effects (licence);
- The use and presence of firearms (licence);
- The use of fire effects and torches (permission);
- The use of smoke effects (permission);
- The use of confetti canons (permission);
- The use of helium balloons (permission);
- The use of water basins or rain installations (permission); and
- Flying persons (trapeze) (permission).



ANIMALS ON-SITE

No animals are allowed at the CTICC without prior consent, except for trained guide dogs. The Event Organiser and exhibitors must strictly abide by all CTICC instructions regarding the admission of animals into the venue.

When animals are an approved exhibit or forms part of an activity or performance legitimately requiring the use of animals, written approval is required from the CTICC. Terms and conditions governing animals in the CTICC are available on request.



AERIAL/ACROBATS/PERFORMERS

Performers must seek approval before any act or performance is undertaken within the CTICC. The entertainment company or performer is requested to submit a Risk Assessment of the act, a Safety Management Plan and a copy of the Public Liability Insurance covering the type of act to be undertaken.

Where the act requires rigging points, full details of loads must be forwarded in advance to the CTICC, for approval. Performers must always ensure that members of the public are not exposed to risk of injury from the act. Safety cordons may be required to ensure that aerial acts do not occur above staff or audience members, with clearly marked zones, and ensure supervision of the areas during performances.



AMUSEMENT DEVICES OR STRUCTURES

An amusement device is defined in safety legislation as plant operated for hire or reward that provides entertainment, sightseeing or amusement through the movement of the equipment, or part of the equipment, or when passengers travel on, around or along with the equipment (including inflatable structures).

It is the policy of the CTICC that amusement devices such as inflatables, waterborne activities and go-karts used within the Centre must adhere to the high-risk plant requirements specified within the legislation and must:

- Be operated by the owner or an employee of the owner;
- The owner must provide a current copy of any licence, registration, permit or certificate to operate and associate with all devices brought onto the CTICC site;
- Provide a copy of public liability insurance certificate (R10 million);
- Ensure the design meets SA standards and the design registration certificate number for the amusement device is permanently marked on the plant/item;
- Ensure the operator holds a current certificate as "Registered Plant";

- Ensure all testing or maintenance records are present;
- Ensure there is an appropriate soft-fall area for inflatable structures (if applicable);
- Conduct a thorough check of inflatable structures and accessories prior to use (if applicable);
- Ensure suitable fire extinguishers are provided adjacent to the engine;
- Ensure operators can clearly communicate and instruct patrons to follow safety instructions during the period of operation;
- Ensure protective padding is placed over sharp edges or protruding structures.



ATMOSPHERIC EFFECTS

Events using atmospheric effects like snow machines, hazers, and foggers must obtain CTICC approval and follow safety protocols:

Further guidelines include:

- Use non-hazardous liquid only;
- Be aware of, and follow, any safety instructions indicated on the Safety Data Sheet;
- Nominate a trained responsible person to control machine operation;
- Place non-slip covering on walkways that may be affected by machine residue;
- Direct machine to minimise effect contact with the public;
- Guard the machine outlet to prevent burns;
- Ensure machines are tested and tagged for current date usage;
- Consult with the CTICC regarding isolation of fire warning systems if smoke detectors require isolation.



PERFORMANCES AND USE OF FIRE

The CTICC Management must approve all entertainment involving naked flames (e.g. fire juggling, fire stick twirling, breathing fire, firewalking, and fire demonstrations) or other flames used for display, set or theatrical purpose.

When submitting documentation for approval, you must provide the following:

- Proof of Public Liability Insurance for R10 million. A detailed description of what is involved in the act or acts;

- Detailed light-up and extinguishing processes (legislation requires a 3-metre safe clearance distance from patrons);
- Protective equipment to be used to protect CTICC property (i.e. carpet, dance floor, etc);
- A Safety Data Sheet (SDS) for any flammable liquids that are brought on-site;
- Fire management plan and safety plan.

All flammable liquids must be contained within a non-spillage container in a designated area for the performance. The area where the flammable liquids are to be used must have an impervious liner covering at least two square metres.

If an act is to be performed on a stage, all stage joinings must be securely taped to prevent accidental seepage to the underside of the stage. If the act is to be performed on a portable dance floor, stage, or carpeted area, the entertainment company must protect CTICC property using fire-retardant covers in the area designated for the performance.

Sufficient, suitable fire extinguishers and persons trained in their usage must be available for the duration of the display, event or performance.

Competency certificates are to be supplied.



SIGNAGE

Signage must comply with all the relevant requirements of all parts of SANS 1186 and SANS 7001.

Signage must be clearly visible and easily understood. In dark areas must be lit to ensure visibility. Effective signage provides a rapid way of conveying orientation, directions and emergency information, assisting in attendee flow. From a site-design perspective, the size and position are very important.

Large outdoor venues will require signage larger than usual to be seen from a distance. Sign fixing points, such as scaffold towers, may be constructed if needed. Safety signs must comply with the relevant national occupational health and safety legislation (See Foreword).



CANAL AND WATER SAFETY

Once confirmed and approved by the CTICC that the Canal can be used during an event, a risk assessment must be conducted. Risk assessments must be conducted for all events on, at or near water. The hazards will vary, dependent on the event and water type, and may include:

- Backwash;
- Changes in weather and water conditions;
- Currents, rips and drifts;
- Eddies;
- Hypothermia;
- Insect bites and stings;
- Near-drowning/drowning;
- Persons in distress;
- Submerged objects;
- Tides;
- Waves; and
- Whirlpools.

SAFETY OF PARTICIPANTS

Any member of the public who participates in a water-related activity must be deemed to be a participant. Participants must wear adequate body and head protection and flotation equipment as identified by the risk assessment. The Event Organiser must deploy sufficient craft, qualified staff and equipment as identified by the risk assessment. In events with more than 50 participants or if indicated by the risk assessment, the Event Organiser must appoint a rescue coordinator.

SAFETY OF SPECTATORS

The Event Organiser must appoint a rescue coordinator at all water-related events. Adequate fencing must be provided around the water to prevent spectators from accidentally falling into the water. Additional safety measures must be put in place to prevent a hazard for small children. Adequate security staff must be deployed to manage the crowd. Sufficient craft, qualified staff and equipment must be deployed to assist spectators should they fall into the water. Additional safety precautions must be in place at events where alcohol might be consumed. Electrical safety: Special precautions must be implemented for all electrical equipment used near water.





DRONES / REMOTELY PILOTED AIRCRAFT SYSTEMS (RPAS)

Key Regulations Include:

- Keeping drones at least 50m away from people and private property, maintaining visual line of sight.
- Flying at a maximum altitude of 120m (400ft).
- Avoid flying within 10km of any airport.

For filming or other activities, the City of Cape Town Filming Bylaw, 2023, may also apply, requiring specific permissions and adherence to its rules.

National and general rules (SACAA):

Distance from people and property:

Maintain a minimum distance of 50m from people, vehicles, and animals.

Visual line of sight:

Keep the drone within your direct visual line of sight at all times without the aid of binoculars.

Airports:

Do not fly within 10km of any airport, heliport, or registered aerodrome.

No-fly zones & Altitudes

Do not fly higher than 120m (400ft) above ground level.

Safety:

- Never endanger the safety of any person or property.
- Specific to Cape Town.

Filming:

- The City of Cape Town has a Draft Film Bylaw that regulates filming activities, which may include drone usage.
- Specific permits, community notifications, and other requirements may be necessary depending on the filming location and nature of the activity.

Nature reserves:

Specific Bylaws prohibit drone use in some nature reserves without authorisation.

IMPORTANT CONSIDERATIONS

Commercial vs. Recreational:

- Posting drone footage on a monetised YouTube channel is considered commercial flying and requires registration, a license, and insurance.
- Recreational use is for personal use only.

Incidents:

Report any incidents involving a drone that result in injury or property damage.

Drone weight:

For hobby use, recreational drones should not weigh more than 7kg.

Flying over private property:

A 50m distance must be maintained from private property unless permission has been granted.



LASERS & ULTRAVIOLET (UV) LIGHT

Laser light shows are frequently included as a form of entertainment at many events. Organisers and Event Services Managers must be aware of any potential hazards in the use of lasers and accidents that can occur, involving laser light equipment or medical lasers used for display purposes.

Only licensed personnel should operate lasers and establish no-go zones during laser operation. By regulation, all lasers must comply with the provisions of SANS code, Laser Safety.



SOUND, NOISE AND VIBRATION

CTICC guidelines include:

- Assess potential high noise levels when planning events;
- Locate loud equipment away from people where possible;
- Notify patrons if an event is to involve sudden loud noises.

Employees must be protected against exposure to continuous high-sound pressure and noise levels. Hearing protection should be made available to employees for continuous noise levels above 85 dB. The Event Organiser is responsible for providing and ensuring the use of hearing protection by all workers on-site.

Any event must comply with local authority requirements for surrounding ambient noise levels and after-hours noise. Where practicable, attendees must not be allowed within 3 m of any loudspeaker. This can be achieved using approved safety barriers and dedicated stewards who are wearing appropriate ear protection. Under no circumstances must the attendee and loudspeaker separation distance be less than 1 m.

A structural engineer must check the noise impact and noise vibration (exciting frequency) on all temporary structures. Consideration must be given to the type of event (such as a rock show, opera and orchestral performance). Cognisance must be taken of the exciting frequency on any permanent structures that may be affected.



PYROTECHNICS

The use of pyrotechnics is prohibited without 45-days' prior notice and approval from the CTICC and SAPS Permit Approval.

The CTICC requires a risk assessment from the licensed pyrotechnic operator. The conditions of approval are stated on the application form.

At least two suitable fire extinguishers and trained personnel (proof required) must be available for the duration of the display.



WIND AND WEATHER MONITORING

Risk assessment and action must be taken in the event of excessive wind. Should a tent be required for outdoor use, the person erecting the tent must have sufficient staff, tools and equipment immediately available on-site in the case of winds in excess of 35 km/h (9,7 m/s).

In the event of winds exceeding 50 km/h (13,8 m/s), continual inspection of the tent must be conducted, and occupants made aware of the evacuation procedures.

In the event of winds exceeding 95% of the design wind load or the first signs of possible failure, the order to evacuate must be given immediately and the occupants moved upwind of the tent as quickly as possible.



VIPS, MINISTERS AND DIGNITARIES

VIP parking is not allocated; however, provision can be made upon request. These requests must be directed via the event executive at least 24 hours before arrival.



05

GENERAL INFORMATION



GENERAL INFORMATION



ALCOHOL AND LICENSING

The CTICC has an on-site consumption licence (11:00 to 02:00) and alcohol may not be brought onto the premises. A special permit is required for promotional and sponsorship alcohol and a corkage fee applies. The CTICC requires advance notification of such requests and the decision to permit promotional or sponsorship beverages is at the discretion of the CTICC Management. Only CTICC staff or its appointed contractors may serve alcohol and may only do so to people over the age of 18.

The CTICC offers a variety of beverages to exhibitors which will be delivered to their stands on request. If exhibitors wish to hand out samples, it must be limited to 50 ml.

The CTICC is the sole provider of all food and beverages.

If exhibitors wish to sell items on our premises, 30% of the sales will be levied to the CTICC. A Certificate of Acceptability for food services issued by the Department of Health must be produced and handed to the CTICC before setup. On-site cooking requires discussion with our Health and Safety Manager or Senior SHEQ.

Exhibitors are to advise the CTICC accordingly if they wish to practice any of the above for approval first. Any liquid items brought onto the premises are subject to a corkage fee per item.



ALCOHOL/DRUGS/SMOKING

All persons working on the event must ensure that they are not fatigued, as the result of the consumption of alcohol or a drug, and in such a state as to endanger their health and safety at work or the health and safety of any other person at work. Smoking is only permitted in designated smoking areas this includes the use of vapes and e-cigarettes.

Smoking is prohibited inside the Convention Centre, including in the underground car parks.



CHILDREN

Persons under the age of 15 are not permitted to enter high-risk areas (such as where forklift operation, rigging or stand building are taking place in the

centre and in the loading dock during set-up and take-down of events.

CHILD CARE FACILITIES

If an Event Organiser contracts a company to operate a childcare facility within the Centre, approval from the CTICC is required. Please contact your event manager to discuss further details.



CARE OF BUILDING AND DAMAGE

No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building, without prior knowledge or consent from the CTICC Management. This includes any equipment or device which would be affixed to, or suspended from any structure of the building, and includes attachments that would damage any surface or structure.

Event organisers are responsible for the cost of repairing and/or replacing any damage to the premises, whether caused by themselves, their agents, contractors, sub-contractors, exhibitors or by any person/s employed or engaged on their behalf. Damage to the walls, carpets and/or any structure on the CTICC property will be charged for at the replacement value.

The CTICC appreciates that exhibitors need to decorate their stands using painting, welding, angle grinding, cutting timber, wallpapering, etc. Exhibitors should note, however, that this is not permitted inside the Exhibition Hall and a specific area will be demarcated in the Marshalling Yard for this purpose.



CCTV

The CCTV at the CTICC is for general surveillance only and all footage is strictly handled in line with the POPI Act. Under no circumstances does the presence of this system make the CTICC responsible for any loss or damages that may occur. If required, the system may be used to assist investigation, pending the approval of CTICC Management. Requests must be submitted in writing to the CTICC.



EXHIBITOR FREIGHT HANDLING AND STORAGE FACILITY

Freight handling and customs clearance services are provided upon request by the CTICC's recommended service provider. The preferred recommended service provider has off-site storage for early deliveries,

late dispatches and for holding of packaging materials. They also take responsibility for the movement of any large equipment within the CTICC that cannot be carried by an individual.



EMERGENCY PROCEDURES

If you need to raise the alarm in the event of an emergency, call the security control office on Ext. 5252 or 9 (internal phones) or 021 410 5252 (from a mobile phone) or break the glass at a manual call point or call Emergency Services on 107.

In the event of an emergency:

- **EVACUATION:** A female voice followed by a siren will indicate evacuation. Remain calm and evacuate to the emergency assembly area through emergency exits as directed by the Emergency Wardens. The CTICC assembly area is P4 parking at the back of the Hall 1 and 2 or at CTICC 2 in the front of the venue on the paved area.
- In case of a fire, only use the firefighting equipment if you have been trained to do so.
- CTICC Management has the authority to make emergency announcements over any sound system and internal video monitor system at any time.
- Event organisers, their staff, contractors and service providers must allow free access and not hinder or obstruct any member of the medical, police, fire, ambulance, first aid or other emergency services or any authorised safety and security staff while they perform their duties.



EMERGENCY SERVICES

The CTICC Management will coordinate and manage any emergency that might occur. Event organisers are responsible for ensuring that all emergency and safety procedures for their own event areas are implemented in accordance with the Safety at Sports and Recreational Events Act, Act No. 2 of 2010 (SASREA). The organiser must appoint a public Event Safety Officer and security team to manage this on their behalf and plans must be documented in the event public safety and security file and made available to the CTICC. The Event Organisers are responsible for organising medical assistance personnel for their events. Exhibitors will contact the Event Organiser in the case of an emergency.

EVACUATIONS

Evacuation procedures will be announced on a dedicated fire/evacuation PA system and will be coordinated by the CTICC Management. It is the duty of the Event Organiser to familiarise themselves with the evacuation routes and ensure an evacuation plan has been documented and available in

the client safety file.

EMERGENCY EXIT LIGHTS/DOORS

The illuminated emergency exit signs cannot be removed, tampered with or turned off. Emergency exit doors are not to be blocked by any exhibition booth, food stations or any other equipment, as clear access is required to these doors in case of an emergency. No equipment can be left in the stairwells or corridors of an emergency exit route at any time.

PUBLIC ADDRESS (PA) SYSTEMS

PA systems are a vital channel of communication with the audience. The output must be clear and intelligible for everyone with normal hearing in all parts of the venue, including the immediate surrounds. The Event Organiser must ensure that the PA announcer has a good view of as much of the venue as possible and effective communication links with control points. In the event of a major incident, override facilities must allow announcements to be made over the PA system without interference from other sound sources. The circumstances in which this will happen must be agreed upon between the JOC and the Event Organiser and must be included in the major incident plans. The PA system must be fully tested before the event.

LOUDHAILERS

The Event Organiser must:

- Provide loudhailers at strategic points in the venue for use by stewards and police for urgent communication and as a backup if the PA system fails;
- **Please note:** Consider the use of vehicular PA systems;
- Train workers on how to use loudhailers and ensure that workers know where loudhailers are located; and
- Ensure batteries for loudhailers are fully charged.

EMERGENCY PUBLIC ANNOUNCEMENTS

In situations of known danger, early warning is essential. Many estimates of crowd evacuation times only account for the time between the crowd starting to move and when the area has been cleared. However, the time between first requesting attendees to evacuate an area and when they start to comply is also a significant factor in the overall evacuation. Persuasion time must be added to movement time.



FIRE SYSTEM AND MITIGATION

In an event of an emergency, the following services will be provided:

- Emergency lighting to require lux level;

- Essential ventilation (smoke venting);
- Automatic fire detection system;
- Aspiration system;
- Evacuation PA system;
- Sprinkler systems;
- Fully-trained Emergency Coordinator and Team;
- Trained Fire Marshalls;
- Pressurisation of fire escape stairwells; and
- Kitchen Ansul Systems.

Isolation of the fire detection system is not allowed. Should you use hazers, dry ice, foggers or smoke machines, these must be declared and approved before use. Should it be required to isolate the fire detection system in a certain area, a trained Fire Marshall must be appointed.

Our Conference Services Department can assist with booking a trained Fire Marshall.

Please note that all lifts will be homed to ground level and escalators will stop operating in an emergency. For assistance, contact the Event Services or call **+27 21 410 5252** from an outside line, or **Ext. 5252** from an internal line.

The CTICC reserves the right to adjust emergency services according to the event. Plans are available upon request.



FIRST AID

A fully equipped first-aid room is located at CTICC 1 on the round level and basement Parking level 1. For assistance, please proceed to the Security Control Office. Most CTICC safety and security officers are first-aid trained. For events with specific hazards where further first-aid services are necessary, the CTICC requires that medical and first-aid facilities appropriate to the nature of the event be provided throughout the event at the Event Organiser's cost. Please discuss with your event manager if you require further information.



HOSPITALS

Centrally located in the City of Cape Town, the CTICC is only a 5-minute drive from the Christiaan Barnard Netcare Hospital located next to the CTICC 2. The CTICC offers a preferred medical service provider and can arrange qualified and registered paramedical services as required by you for your event.



INCIDENT/HAZARD REPORTING

All incidents, including injuries, illnesses, near misses, unsafe work practices, hazards, property damage and environmental issues must be reported to the CTICC Event Manager and/or security as soon as practicable. This requirement is in addition to any other incident reporting required by the Event Organiser or contractors.

The CTICC must not be liable for any loss, injury or damage, howsoever caused to goods and/or persons in the convention centre and/or on adjacent sites. The hirer must always remain liable to the CTICC for the payment of all outstanding costs and charges incurred in respect of or attributable to any sub-hirer or participant, regardless of the way payment method used is effected. In addition to the foregoing, the hirer must be liable for all penalties, losses or damages charged or levied by any authority, service provider or a third party in respect of/or attributable to any or all of the sub-hirers or participants, which amounts must be paid by the hirer to the CTICC on demand.

It should be understood by the exhibitor that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in many exhibition stands, and various other factors, make it reasonable that each exhibitor must assume the risk of injury, loss and/or damage.

Accordingly, the exhibitor assumes all risk of loss for their merchandise, fixtures, displays and any other property located in the exhibition area, storage or any other area where access has been provided to exhibitors by the CTICC.



LOST AND FOUND ITEMS

Lost and found items must be reported and handed in at the Reception Desk. A log of any missing goods will be kept in anticipation of returning these items to their rightful owners. Unclaimed items will be stored for three months, after which they will be donated to individuals in need as part of our Corporate Social Responsibility programme or destroyed.



TRAFFIC MARSHALLING

Only the traffic police, police or someone under their direction can legally undertake traffic regulation on public roads. Therefore, the Event Organiser must consult with them to secure the appropriate provision of resources. Stewards directing traffic on-site must have suitable personal protective equipment, such as high-visibility clothing, torches for night events and weather protection.

The Event Organiser must ensure effective communication between on-site and off-site traffic marshalling regarding temporary one-way systems, etc. Adequate numbers of stewards shall be provided to manage traffic flows and parking.

BUSES

Planning the arrival and departure of buses can greatly reduce congestion at the beginning and end of an event. Careful consideration should be given to the routing of such vehicles. The Event Organiser must plan for parking areas and access roads to reduce as far as possible the need for buses to reverse. One-way routes should also be considered. Private bus operators are often prepared to provide special shuttle bus services between local rail and bus stations, or “park-and-ride” areas. However, shuttle bus systems might not be appropriate for all events. Congestion caused by a natural mass departure at the end of an event is likely to prohibit the free flow of traffic routes and consequently, shuttle buses can become unable to operate effectively.

For large events, appointing a traffic management coordinator who is a member of the VOC is recommended. This coordinator will liaise with police, car park management, traffic authorities, and local authorities.

VEHICLE ACCESS

The Event Organiser shall ensure that road signs are appropriate and visible, the parking area capacities are adequate, and the surfaces can withstand anticipated traffic volumes. Consider using hardcore, trackway, or other suitable temporary surfacing that can prevent ground damage and be valuable in wet conditions. Detailed capacity assessments may be needed to ensure adequate access entry capacity. Planning for safe vehicle exit from the site is equally important. Consider planning alternative routes and access points that can be used if main access points become blocked.

Vehicle access for service vehicles, for example, waste collection vehicles and sanitary servicing vehicles, before, during and after the event must be planned. Large colour-coded parking permits with the vehicle registration number reduce vehicle access problems.

PARKING

The Event Organiser must plan separate parking areas for the general audience traffic, vehicles for people with special needs (close to the event site), buses, shuttle buses, guests/VIPs, artists, emergency service workers and event workers. Overspill-parking facilities either on-site or at a convenient location off-site to accommodate the potential for excess attendees, should also be planned. This should take the form of a vehicular circulation/holding area as a temporary measure. Car and bus parks must be adequately lit, signposted and labelled with reflective numerals or letters so that vehicles can be easily located at the end of an event or in any emergency. The bus park must be separate from the car park. For outdoor events, signs must be positioned at exit gates leading from the parking area to the venue to assist in identifying the location of parked vehicles. Clear signs for exiting vehicles showing route direction must also be considered.



06

DEFINITIONS



DEFINITIONS

AISLE: Passages at right angles to and next to or between grouped seats and leads to an exit, a gangway, or a longitudinal walkway.

APPROVED: Ratified by the authority that has jurisdiction over the enforcement or application of the requirements of this standard.

ATTENDEE: A member of an audience, spectator, patron, or delegate who is present at a specific indoor or outdoor event.

BASE-PLATE: A plate that is used to distribute the load from a standard or raker.

BDM: Building Development Management.

COMPETENT PERSON: A person that has the knowledge, experience and qualifications specific to the work or task being performed, provided that the qualification and training complies with the relevant national legislation.

CONTRACTOR: A service provider appointed to supply goods or services to an event.

CONTROLLING BODY: A national or international body that oversees a sport or recreational activity.

CROWD BARRIER: A temporary or permanent structure that prevents access to demarcated areas as identified by the risk assessment.

DISASTER: A progressive or sudden occurrence that causes or threatens to cause death, injury, disease and damage to property, infrastructure or the environment.

EMERGENCY EXIT: A structural means whereby a safe route is provided for people to travel without assistance from any point in a building or structure to a place of safety.

EMERGENCY SERVICE: An essential service public organisation that deals with emergencies.

Please note: These organisations include organisations such as the police, fire and ambulance services.

EMPLOYER: A person who employs any person and

remunerates that person or expressly or tacitly undertakes to remunerate such a person.

EVENT: An entertainment, recreational, educational, cultural, religious, business, charitable, exhibition, conferential, organisational and similar activities hosted at a stadium or a venue or along a route or its precinct.

Please note: Entertainment activities include live acts and business activities include marketing, public relations and promotional activities.

EVENT ORGANISER: An individual or organisation who plans, oversees, manages, supervises, holds an event or sponsorship rights to (or any combination of these) or in any manner controls or has a material interest in the hosting of an event.

EVENT SAFETY AND SECURITY PLANNING COMMITTEE: A group that is established for an event as contemplated in the relevant national legislation and in cases where the provisional risk categorisation of an event or type of event requires the establishment of such a group.

FINAL EXIT: The termination of an escape route from a venue or structure that gives direct access to a place of safety and that is positioned to ensure that people can disperse safely from the vicinity of the building or structure and from the effects of a hazard.

Please note: Places of safety include streets, passageways, walkways or open spaces.

FLY BAR OR TO FLY SOUND IN: To suspend sound equipment from a roof structure or scaffolding to ensure effective sound distribution.

GIRAFFE: A jimmy jib, crane jib, camera mounting device that is mobile and that has a jib and a boom that is used for special camera mount positioning.

HAZARD: A potentially damaging physical incident or occurrence, phenomenon or human activity (or all of these) that may cause the loss of life, damage to property, social and economic disruption or environmental degradation.

HPCSA: Health Professionals Council of South Africa.

INCIDENT: A serious or violent event, i.e. crime, accidents and attacks.

MAJOR INCIDENT: An emergency that requires the implementation of special arrangements by one or more of the emergency services, the essential services and the medical authorities or the local authority.

MINOR INCIDENT: An incident that can be easily dealt with by those services in attendance and that does not disrupt an event.

MASS GATHERINGS: Where an event has 1 000 or more attendees at the event.

JOINT OPERATIONS CENTRE: JOC centralised facility for the combined or joint tactical coordination and management of a major incident or a disaster by multi-agency operations.

Please note: Multi-agency operations are run by role players such as the national police services, traffic police services, fire services, security companies, emergency medical services, disaster management representatives, other municipal services, promoters, other stakeholders and stadium/venue owners.

LIFTING MACHINE INSPECTOR (LMI): A person who is registered by the relevant national regulating body (see foreword) for inspection and testing of lifting equipment.

LOCAL AUTHORITY: An organisation responsible for the government of an area, i.e. municipalities, metropolitan councils, city councils, town councils and local councils.

EVENTS SERVICES MANAGER: An appointed person who is responsible and is accountable for his/her scope of work to be undertaken relevant to an event.

MEDIA REPRESENTATIVE: A journalist, reporter, cameraman or photographer attending an event.

MEDICAL PERSONNEL PEOPLE WHO ARE EMPLOYED AS:

a. A medical practitioner who is currently registered with the relevant national regulating body;

- b. A first-aider who has been trained by a training institution currently registered with the relevant national authority and whose qualifications are current;
- c. An emergency care practitioner who is registered with the relevant national regulating body; and
- d. A nurse who is registered with the relevant national body.

MONITOR: Check, supervise, critically observe or record the progress of an activity or system regularly to identify changes or potential hazards in time.

OCCUPANT CAPACITY: A maximum number of people that can be safely accommodated at a venue.

ORGANISATION: A public or private company or association that is responsible for the staging of an event.

PA SYSTEM: A public address system that uses loudspeakers and microphones that can be used to address all attendees.

PA WING: A tower on the side of the stage that is used to fly sound in.

PYROTECHNICIAN: A person who is registered by the chief inspector as competent and suitable to produce or present a display of fireworks, theatrical indoor or stage pyrotechnic effects and pyrotechnic special effects.

PYROTECHNICS: Materials that are capable of self-contained and self-sustained exothermic chemical reactions to produce heat, light, sound, gas or smoke (or a combination of these)

Please note: Pyrotechnics may include fireworks, stage or theatrical effects and special effects.

RIGGING PLAN: A drawing that is provided, detailing where the trussing, screen, lights or bulkhead will be reigned, the weight limitation and which anchor points will be used.

RIGGING LETTER: A letter signed and confirmed by the lead rigger that the equipment that has been rigged is secure.

RISK: The probability of harmful consequences or losses (deaths, injuries, damage to property, disrupted economic activity or environmental damages) that result from interactions between hazards and vulnerable conditions that are quantified:

- **RISK ANALYSIS:** The systematic use of information to identify risk sources, to estimate risk and to mitigate risk;
- **RISK ASSESSMENT:** The overall process of risk analysis and risk evaluation;
- **RISK EVALUATION:** The process of comparing the estimated risk against given risk criteria to determine the significance of the risk.

SAFETY: The state of being safe, free from danger or risks and the prevention of physical harm.

SAFETY OFFICER: A suitably qualified and experienced person appointed, in writing, by the Event Organiser to manage, ensure legal compliance, record and monitor all activities relating to safety of the event from start to finish.

SECURITY OFFICER: A person with a minimum qualification of grade C according to the relevant national qualifications authority.

SERVICE PROVIDER: A third-party entity (company/body/organisation) that provides products/services related to an event.

SOLE BOARD OR SOLEPLATE: Timber bearer of minimum size 45 mm thick by 228 mm wide by 450 mm long, placed under the base jacks to spread the load.

Please note: Generally sole plates are made of a hardwood such as saligna.

STEWARD OR MARSHAL: An official who is appointed and directed, in writing, by a controlling body or Event Organiser for the purposes of supervising the following spectator arrangements at an event:

- a. The marshalling and overseeing of the safe general flow of spectators;
- b. The provision of event information, including safety and security information, to spectators;

c. The provision of ushering services;

d. If circumstances dictate, the assistance with emergency evacuation procedures in respect of all persons within a stadium or venue and its precinct, but whose function specifically excludes the provision of a security service.

TEMPORARY STRUCTURE: A structure usually found at events that includes, but is not limited to, a stage, set, barrier, fencing, tent and marquee, seating, lighting and special effect tower, platform and mast, video screen, TV platform and crane jib, dance platform, loudspeaker stack, signage and advertising hoarding that is erected for an event and does not form part of the permanent structure of a venue.

VENUE: Any area or place where an event is to be hosted, which may consist of seating for spectators, attendees or an audience and a field of play or a permanent or temporary podium or another recreational area, which has a safe seated or standing spectator (or both) audience or event attendee capacity of at least 2 000 persons at any one time, as certified by a local authority.

VENUE OWNER/SITE OWNER: Not limited to, any person now or who, in the future, will directly or indirectly own, lease, rent or who now or will in the future, acquire or exercise (or both) the powers of an owner or occupier of a venue used for sporting or recreational events.

VENUE OPERATIONS CENTRE (VOC): A temporary or permanent facility located inside a venue that houses an on-site operational control centre from where the entire health and safety operation is co-ordinated and where the various services in attendance will be represented.

Please note: The service providers include, but are not limited to, the national police services, venue security management, venue management, the Event Organiser or representatives, emergency services (fire and medical) and other relevant municipal services and lifeguards.

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LEGAL REFERENCE



LEGAL REFERENCE

The following referenced documents are essential for the application of this document. Information on current valid national and international standards can be obtained from relevant government authorities.

- City of Cape Town – By-law relating to Stormwater Management, 23 September 2005
- City of Cape Town – By-law relating to Streets, Public Places and the Prevention of Nuisances, LA 44559 of 28 September 2007
- City of Cape Town – Electricity Supply By-law, LA 21678 of 16 April 2010*
- City of Cape Town – Environmental Health By-law, 2003
- City of Cape Town – Filming By-law 2005
- City of Cape Town – Integrated Waste Management By-law, LA 18633 of 21 August 2009*
- City of Cape Town – Outdoor Advertising and Signage By-law, LA 10518 of 5 December 2001
- City of Cape Town – Wastewater and Industrial Effluent By-law, PG 7227 of 7 February 2014*
- City of Cape Town – Water By-law, LA 22920, PG 6846 of 18 February 2011*
- City of Cape Town – Community Fire Safety By-Law, 2002*
- City of Cape Town Events By-Law 2009 amended 2016
- Compensation for Occupational Injuries and Diseases Act, 130 of 1993
- Construction Regulations 2014 amended 2017
- Disaster Management Act, 57 of 2002
- Emergency Medical Care at Mass Gatherings, Regulation 2017
- Fire Brigade Services Act, 99 of 1987 and By-Laws
- Foodstuffs, Cosmetics and Disinfectants Act, 54 of 1972 amended (HACCP)
- Labour Relations Act, 66 of 1995
- National Building Regulations and Building Standards Act, 103 of 1977
- National Environmental Act, 107 of 1998
- National Health Act, 2003
- National Water Act, 36 of 1998
- Occupational Health and Safety Act, 85 of 1993 and Regulations
- Safety at Sports and Recreational Events Act, 2010 amended 2015
- Safety at Sports and Recreational Regulations, 2017
- SANS 10085-1:2004, The design, erection, use and inspection of access scaffolding – Part 1: Steel access scaffolding
- SANS 10087-parts 1-3, The handling, storage, distribution and maintenance of liquefied petroleum gas in domestic, commercial, and industrial installations
- SANS 10131, Above-ground storage tanks for petroleum products
- SANS 10139, Fire detection and alarm systems for buildings – System design, installation and servicing
- SANS 10142-1, The wiring of premises – Part 1: Low-voltage installations
- SANS 10366: 2015 Edition 2.2
- SANS 10400 (SABS 0400), The application of the National Building Regulations
- SANS 10400-S, The application of the National Building Regulations – Part S: Facilities for persons with disabilities
- SANS 1169, Temporary stands
- SANS 1186, Symbolic safety signs – Parts 1 to 5: Standard signs and general requirements
- SANS 1475-1, The production of reconditioned fire-fighting equipment – Part 1: Portable and wheeled (mobile) rechargeable fire extinguishers
- SANS 1475-2, The production of reconditioned fire-fighting equipment – Part 2: Fire hose reels and above-ground hydrants
- SANS 1910, Portable refillable fire extinguishers
- SANS 20712-1/ISO 20712-1, Water safety signs and beach safety flags – Part 1: Specifications for water safety signs used in workplaces and public areas
- SANS 50361-5/EN 361-5, Personal protective equipment against falls from a height – Full body harnesses, Tobacco Products Control Act, 83 of 1993
- Waste Act, 59 of 2008
- Western Cape Noise Regulations, 2013

08

ANNEXURES



ANNEXURE 1: DUTIES AND OBLIGATION OF THE CLIENT/ EVENT ORGANISER

To assist you, the CTICC requirements are aligned to the Construction Regulations of the Statutory Act, and we are reproducing hereunder the relevant sections applicable to you for your reference.

EXTRACT FROM ACT 85 OF 1993: CONSTRUCTION REGULATIONS

DUTIES OF CLIENT (YOU AS AN EVENT ORGANISER OR PROCUREMENT PRINCIPAL)

1. A client must:
 - a. prepare a baseline risk assessment for an intended construction work project;
 - b. prepare a suitable, sufficiently documented and coherent site-specific health and safety specification for the intended construction work, based on the baseline risk assessment contemplated in paragraph or sentence (a);
 - c. provide the designer with the health and safety specification contemplated in paragraph or sentence (b);
 - d. ensure that the designer considers the prepared health and safety specification during the design stage;
 - e. ensure that the designer carries out all responsibilities contemplated in regulation 6;
 - f. include the health and safety specification in the tender documents;
 - g. ensure that potential principal contractors submitting tenders have made adequate provision for the cost of health and safety measures;
 - h. ensure that the principal contractor to be appointed has the necessary competencies and resources to carry out the construction work safely;
 - i. take reasonable steps to ensure co-operation between all contractors appointed by the client to enable each of those contractors to comply with these Regulations;
 - j. ensure, before any work commences on a site, that every principal contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993);
 - k. appoint every principal contractor in writing for the project or part thereof on the construction site;
 - l. discuss and negotiate with the principal contractor the contents of the principal contractor's health and safety plan contemplated in regulation 7(1), and must thereafter finally approve that plan for implementation;
 - m. ensure that a copy of the principal contractor's health and safety plan is available, on request, to an employee, inspector or contractor;
 - n. take reasonable steps to ensure that each contractor's health and safety plan contemplated in regulation 7(1)(a) is implemented and maintained;
 - o. ensure that periodic health and safety audits and document verification are conducted at intervals mutually agreed upon between the principal contractor and any contractor, but at least once every 30 days;
 - p. ensure that a copy of the health and safety audit report contemplated in paragraph or sentence (o) is provided to the principal contractor within seven days after the audit;
 - q. stop any contractor from executing a construction activity which poses a threat to the health and safety of persons which is not in accordance with the client's health and safety specifications and the principal contractor's health and safety plan for the site;
 - r. where changes are brought about to the design or construction work, make sufficient health and safety information and appropriate resources available to the principal contractor to execute the work safely; and
 - s. ensure that the health and safety file contemplated in regulation 7(1)(b) is kept and maintained by the principal contractor.
2. Where a client requires additional work to be performed as a result of a design change or an error in construction due to the actions of the client, the client must ensure that sufficient safety information and appropriate additional resources are available to execute the required work safely.
3. Where a fatality or permanent disabling injury occurs on a construction site, the client must ensure that the contractor provides the provincial director with a report contemplated in section 24 of the Act, in accordance with regulations 8 and 9 of the General Administrative Regulations, 2013, and that the report includes the measures that the contractor intends to implement to ensure a safe construction site as far as is reasonably practicable.
4. Where more than one principal contractor is appointed as contemplated in sub-regulation (1) (k), the client must take reasonable steps to ensure co-operation between all principal contractors and contractors to ensure compliance with these Regulations.

5. Where a construction work permit is required, as contemplated in regulation 3(1), the client must, without derogating from his or her health and safety responsibilities or liabilities, appoint a competent person in writing as an agent to act as his or her representative, and where such an appointment is made, the duties that are imposed by these Regulations upon a client, apply as far as reasonably practicable to the agent so appointed.
6. Where notification of construction work is required as contemplated in regulation 4(1), the client may, without derogating from his or her health and safety responsibilities or liabilities, appoint a competent person, in writing, as an agent to act as his or her representative, and where such an appointment is made, the duties that are imposed by these Regulations upon a client, apply as far as reasonably practicable to the agent so appointed: Provided that, where the question arises as to whether an agent is necessary, the decision of an inspector is decisive.
7. An agent contemplated in sub-regulations (5) and (6) must:
 - a. manage the health and safety on a construction project for the client; and
 - b. be registered with a statutory body approved by the Chief Inspector as qualified to perform the required functions; [Regulation 5(7)(b) comes into effect on 07/08/2015, as per regulation 34(2) of these Regulations].
8. When the chief inspector has approved a statutory body as contemplated in sub-regulation (7)(b), he or she must give notice of that approval in the Gazette.
9. **Please note:** It is common for the following amendments to form part of "best practice" in the events and conferencing industry in respect of Construction Regulation 5.
 - Sub reg.1 (o): Periodic audits referred to in this section are to occur daily as most events are only a few days from the start of build-up to the finish of breakdown.

- Sub reg. 3: The CTICC wishes to be informed of all incidents and injuries that occur to any person while on our premises.
- Sub reg. 5 and Sub reg. 6: Will unlikely occur in terms of notifiable construction work or construction work requiring a permit as the events industry mainly involves temporary construction. If these sections are to be invoked, then the CTICC must be informed and pre-approve any such construction work. It is best practice for an Event Organiser to appoint a Health and Safety Manager to assist in the execution of their obligations and duties as prescribed in Construction Regulation 5 above.
- Sub reg. 7: Any person appointed in terms of this section must provide evidence of their qualification by way of a practice number.

DUTIES OF PRINCIPAL CONTRACTOR AND CONTRACTOR

1. A principal contractor must:

- a. provide and demonstrate to the client a suitable, sufficiently documented and coherent site-specific health and safety plan, based on the client's documented health and safety specifications contemplated in regulation 5(1)(b), which plan must be applied from the date of commencement of, and for the duration of the construction work, and which must be reviewed and updated by the principal contractor as work progresses;
- b. open and keep on-site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, which must be made available on request to an inspector, the client, the client's agent or a contractor; and
- c. on appointing any other contractor, to ensure compliance with the provisions of the Act:
 - i. provide contractors who are tendering to perform construction work for the principal contractor, with the relevant sections of the health and safety specifications contemplated in regulation 5(1)(b) pertaining to the construction work which has to be performed;

- ii. ensure that potential contractors submitting tenders have made sufficient provision for health and safety measures during the construction process;
- iii. ensure that no contractor is appointed to perform construction work unless the principal contractor is reasonably satisfied that the contractor that he/she intends to appoint, has the necessary competencies and resources to perform the construction work safely;
- iv. ensure, prior to work commencing on the site, that every contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer, as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993;
- v. appoint each contractor, in writing, for the part of the project on the construction site;
- vi. take reasonable steps to ensure that each contractor's health and safety plan, contemplated in sub-regulation (2)(a), is implemented and maintained on the construction site;
- vii. ensure that periodic site audits and document verification are conducted at intervals mutually agreed upon between the principal contractor and any contractor, but at least once every 30 days;
- viii. stop any contractor from executing construction work which is not in accordance with the client's health and safety specifications, and the principal contractor's health and safety plan for the site, or which poses a threat to the health and safety of persons;
- ix. where changes are brought about to the design and construction, make available sufficient health and safety information and appropriate resources to the contractor to execute the work safely; and

- x. discuss and negotiate with the contractor the contents of the health and safety plan, contemplated in sub-regulation (2)(a), and must thereafter finally approve that plan for implementation.
 - d. ensure that a copy of his or her health and safety plan, contemplated in paragraph (a), as well as the contractor's health and safety plan, contemplated in sub-regulation (2)(a), is available, on request, to an employee, an inspector, a contractor, the client or the client's agent;
 - e. hand over a consolidated health and safety file to the client upon completion of the construction work and must, in addition to the documentation referred to in sub-regulation (2)(b), include a record of all drawings, designs, materials used and other similar information concerning the completed structure;
 - f. in addition to the documentation required in the health and safety file in terms of paragraph (c) (v) and sub-regulation (2)(b), include and make available a comprehensive and updated list of all the contractors on-site accountable to the principal contractor, the agreements between the parties and the type of work being done; and
 - g. ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3.
2. A contractor must, before performing any construction work:
- a. provide and demonstrate to the principal contractor a suitable and sufficiently documented health and safety plan, based on the relevant sections of the client's health and safety specification, contemplated in regulation 5(1) (b) and provided by the principal contractor in terms of sub-regulation (1)(a), which plan must be applied from the date of commencement of, and for the duration of the construction work

and which must be reviewed and updated by the contractor as work progresses;

- b. open and keep on-site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, and which must be made available, on request, to an inspector, the client, the client's agent or the principal contractor;
 - c. before appointing another contractor to perform construction work, be reasonably satisfied that the contractor that he/she intends to appoint has the necessary competencies and resources to perform the construction work safely;
 - d. co-operate with the principal contractor as far as is necessary to enable each of them to comply with the provisions of the Act; and
 - e. as far as is reasonably practicable, promptly provide the principal contractor with any information which might affect the health and safety of any person at work carrying out construction work on the site, any person who might be affected by the work of such a person at work, or which might justify a review of the health and safety plan.
3. Where a contractor appoints another contractor to perform construction work, the duties determined in sub-regulation (1)(b) to (g) that apply to the principal contractor, applies to the contractor as if he/she were the principal contractor.
4. A principal contractor must take reasonable steps to ensure co-operation between all contractors appointed by the principal contractor to enable each of those contractors to comply with these Regulations.
5. No contractor may allow or permit any employee or person to enter any site, unless that employee or person has undergone health and safety induction training pertaining to the hazards prevalent on the site at the time of entry.
6. A contractor must ensure that all visitors to a construction site undergo health and safety induction pertaining to the hazards prevalent on the site and

must ensure that such visitors have the necessary personal protective equipment.

7. A contractor must at all times keep on his/her construction site records of the health and safety induction training, contemplated in sub-regulation (6), and such records must be made available on request to an inspector, the client, the client's agent or the principal contractor.
8. A contractor must ensure that all his/her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3. **Please note:**
- Sub reg. 1 (a), (b) and (d): The contractor must make the said Health and Safety Plan and Health and Safety File available to the CTICC for evaluation and approval before commencement of construction work on-site.
 - Sub reg. 5, 6 and 7: Contractors must make the necessary arrangements with the CTICC to ensure that all their employees on-site undergo the CTICC induction training before commencing work. It is advisable that this is completed in advance to avoid delays on the first day of build-up.

MANAGEMENT AND SUPERVISION OF CONSTRUCTION WORK

1. A principal contractor must, in writing, appoint one full-time competent person as the construction manager with the duty of managing all the construction work on a single site, including the duty of ensuring occupational health and safety compliance, and in the absence of the construction manager, an alternate must be appointed by the principal contractor.
2. A principal contractor must, upon having considered the size of the project, in writing, appoint one or more assistant construction managers for different sections thereof: Provided that the designation of any such person does not relieve the construction manager of any personal accountability for failing in his/her management duties in terms of this regulation.

3. Where the construction manager has not appointed assistant construction managers, as contemplated in sub-regulation (2), or, in the opinion of an inspector, a sufficient number of such assistant construction managers have not been appointed, that inspector must direct the construction manager, in writing, to appoint the number of assistant construction managers indicated by the inspector and those assistant construction managers must be regarded as having been appointed under sub-regulation (2).
4. No construction manager appointed under sub-regulation (1) may manage any construction work on or in any construction site other than the site in respect of which he/she has been appointed.
5. A contractor must, after consultation with the client and having considered the size of the project, consider the degree of danger likely to be encountered or the accumulation of hazards or risks on the site, appoint a full-time or part-time construction Health and Safety Officer, in writing, to assist in the control of all health and safety-related aspects on the site: Provided that, where the question arises as to whether a construction Health and Safety Officer is necessary, the decision of an inspector is decisive.
6. No contractor may appoint a construction Health and Safety Officer to assist in the control of health and safety-related aspects on the site unless he/she is reasonably satisfied that the construction Health and Safety Officer that he/she intends to appoint is registered with a statutory body approved by the Chief Inspector and has the necessary competencies and resources to assist the contractor.
7. A construction manager must, in writing, appoint construction supervisors responsible for construction activities and ensure occupational health and safety compliance on the construction site.
8. A contractor must, upon having considered the size of the project, in writing, appoint one or more competent employees for different sections thereof to assist the construction supervisor, contemplated in sub-regulation (7), and every such employee has, to the extent clearly defined by the contractor in the letter of appointment, the same duties as

the construction supervisor: Provided that the designation of any such employee does not relieve the construction supervisor of any personal accountability for failing in his/her supervisory duties in terms of this regulation.

9. Where the contractor has not appointed an employee, as contemplated in sub-regulation (8), or, in the opinion of an inspector, a sufficient number of such employees have not been appointed, that inspector must instruct the employer to appoint the number of employees indicated by the inspector, and those employees must be regarded as having been appointed under sub-regulation (8).
10. No construction supervisor appointed under sub-regulation (7) may supervise any construction work on or in any construction site other than the site in respect of which he/she has been appointed: Provided that if a sufficient number of competent employees have been appropriately designated under sub-regulation (7) on all the relevant construction sites, the appointed construction supervisor may supervise more than one site.

Please note:

- Sub reg. 5 and 6: The contractor's Health and Safety Plan/Methodology Statement must incorporate adequate risk assessments which include the rationale for the appointment or non-appointment of a full-time or part-time Safety Officer.
- Where the said appointment is made in terms of Sub reg. 6, the appointed person must provide the CTICC with proof (practice number) that they are registered with a statutory body approved by the Chief Inspector and have the necessary competencies and resources.

ANNEXURE 2: STANDARD OPERATING PROCEDURE FOR EVENT SAFETY OFFICER

1. SCOPE AND PURPOSE

The purpose of this documented standard operating procedure is to provide information about the requirements and act as a guide to Event Safety Officers in managing events on behalf of a client at the CTICC.

This standard operating procedure will be distributed to appointed Event Safety Officers who will need to read and apply the requirements set out. Safety Officers will be required to confirm that they have read and understood the content and sign the last page to indicate agreement with this standard operating procedure.

This is intended for Event Safety Officers only and does not replace the access request agreement signed by other third parties.

2. REFERENCES

- Occupational Health and Safety Act 85 of 1993
- Safety at Sports and Recreational Act 2010 (No. 2)
- Safety at Sports and Recreational Regulations 2017
- SANS 10366:2015
- City of Cape Town Events By-Law 2012 and 2016

3. PROCEDURES AND IMPLEMENTATION

3.1 THE ROLE OF THE EVENT ORGANISER

Where members of the public are invited to participate in a planned event, the responsibility or duty of care for public safety rests with the Event Organiser and the venue owner of the property where events are staged. This means that the venue owner and Event Organiser have a duty of care to ensure the safety and wellbeing of attendees.

The venue owner is responsible for ensuring a clean and safe venue to the Event Organiser who holds ultimate

responsibility for safety at their event and is required to appoint a competent Event Safety Officer, when required.

It is necessary to appoint an Event Safety Officer when:

- Your event takes place in the CTICC and requires an Event Permit (access of 200 people);
- When your event takes place in a purpose-built venue where structures and overhead works will be carried out, i.e. Auditorium 1 or Ballroom;
- When your event receives a SAPS Risk Categorisation of medium or high;
- Exhibitions or special events with custom-built stands, rigging, stages higher than 600 m and where overhead works are carried out.

The Event Organiser must provide the CTICC with written confirmation of the Event Safety Officer's appointment, as required by legislation, at least 45 days before an event.

The Event Organiser must ensure that processes for managing health and safety at an event have been developed and that all documentation is available for the CTICC and Local Authority to review and approve 30 days before the event.

The Event Safety Officer works together with the Event Organiser, not just in an advisory capacity, but as an active member of the Event Organiser's team.

3.2 SKILLS AND ATTRIBUTES OF THE EVENT SAFETY OFFICER

It is the Event Organiser's responsibility to ensure that they appoint a qualified, competent, suitably experienced Event Safety Officer who is responsible for health and safety at an event.

A competent person can be defined as a person who has the required knowledge, training, experience and qualifications specific to that work/task and who is

familiar with the Act and with the applicable Regulations (i.e. working at height, fall protection and construction work).

A Safety Officer can be defined as a person appointed to assist with the planning and oversight of safety and security measures at an event.

The CTICC requires an appointed Safety Officer to provide evidence of qualifications with a minimum NQF level 5 in Occupational Health and Safety and must demonstrate experience in the knowledge of applying SANS 10366 and SASREA and have at least two years' experience in the event industry.

Where construction works are carried out, a Safety Officer must be in possession of a construction industry-related health and safety qualification to be able to evaluate risk and hazards on an event site e.g., SHEMTRAC, SAMTRAC, NADSAM, NEBOSH or similar.

Safety Officers or contracted companies must furnish the CTICC with a valid current Professional Indemnity Insurance cover or Public Liability Insurance with cover no less than R10 million.

Appointed Event Safety Officers must be:

- On time, otherwise the build-up or breakdown will not start;
- Be able to understand and follow written and oral instructions in English;
- Able to analyse problems logically and choose effective risk-based solutions;
- Be familiar with the CTICC access requirements, layout, facilities and induction process;
- Able to facilitate emergency repose and take appropriate action, especially individuals with disabilities.

The Event Safety Officer is responsible for producing the

event safety file in collaboration with the Event Organiser.

3.3 THE ROLE OF THE EVENT SAFETY OFFICER

An Event Safety Officer provides operational support, guidance, assistance and advice to event crew and sub-contractors and works very closely with the Event Organiser.

The Event Safety Officer contributes to all aspects of the event safety. Duties and responsibilities are not limited to the below listed:

- The Event Safety Officer must be on-site pre-event, during the event and post-event.
- The Event Safety Officer must be a member of the Event Safety Management Team.
- The Event Safety Officer reports to the Event Organiser directly.

The Event Safety Officer must assist the Event Organiser with:

- Event Health and Safety Policy and the implementation thereof.
- Event Health and Safety Management System and implementation thereof.
- Event Health and Safety Management Plan and implementation thereof.
- Consulting with the local authority concerning disaster management.
- Checking all Service Providers (SPs) H&S Files.
- Controlling and monitoring of H&S of all SPs on-site.
- Consulting with local authority health and safety inspectors/officers on all SPs on-site.
- Completing of health and safety inspections of all SPs on-site during the build-up, event, and breakdown.
- Checking all SPs' method statements/SWPs for carrying out work against their actual work on-site.
- Ensuring that all the role players understand their responsibilities and functions and that they will be held accountable for safety on-site.

- Controlling and monitoring of health and safety before work commences on-site.
- Ensuring cooperation is enabled and that risks are suitably controlled by allowing the exchange of information.
- Compiling Site Safety Rules.
- Communicating Site Safety Rules to the SPs before or as soon as they arrive on-site.
- Performing health and safety site induction and keeping of records of induction received.
- Keeping SPs and other role players informed of safety matters and procedures to be followed on-site.
- Consultation with emergency medical services on health and safety matters on-site.
- If applicable, checking on the area/s for the handling of fireworks (preparation, set-up and over-night storage).
- Checking the Event Crowd Management and Security Plan.
- Checking the Event Transport and Traffic Management Plan.
- Checking on rigging and dismantling of all temporary structures.
- Ensuring adequate risk control systems exist.
- Ensuring that adequate risk control systems are being implemented by all SPs and workers.
- Monitoring health and safety performances.
- Documenting the safety performances of SAPS, fire brigade, health authorities, emergency medical services, local authority and SPs.
- Ensuring that any safety documentation is available for examination by local authority Health and Safety Inspectors.
- Initiating and maintaining an Event Safety File that becomes the property of the Event Organiser after the event.
- Establishing a Risk Assessment Plan at the planning phase.

- Providing a Risk Assessment Policy.
- Preliminary risk assessment and plan for the management of possible hazards to reduce or eliminate risks.
- Identifying hazards associated with activities contributing to the event, where the activities are carried out and how the activities are to be undertaken.
- Identifying people who might be harmed and how they might be harmed.
- Identifying existing precautions, e.g., regarding the venue design and operational procedures or existing safe systems of work.
- Evaluating the risks.
- Deciding what further actions might be required, e.g., improvement in venue design and safe systems of work.
- Completion of a Health and Safety Audit.
- Completion of an Event Safety Report after the event.

Other duties may include:

- Being issued with a two-way radio to be in contact with Event Management as well as Event Security.
- Attend the event site briefing session/s.
- Attend all ESSP Committee meeting/s at the local SAPS office (pre-event).
- Attend Event Organiser's Debriefing meeting after an event.
- Reports to the Site Manager/Event Organiser on duty when appropriate/necessary to initiate the Emergency Action Plan (EAP) to ensure that the possibility of a serious incident is reduced and/or eliminated and assists first responder as needed.

3.4 PRE-EVENT REQUIREMENTS

The appointed Event Safety Officer, in collaboration with the CTICC operations team and Safety and Security Manager, will provide, conduct or compile relevant information and assessments as deemed necessary to ensure the safety of a contracted event.

Before the event, the following may be required or should be produced:

- Assist and confirm structures and floor plan approvals.
- Check safety files received from all service providers.
- Do application for SAPS section 6(3) risk categorisation (low, medium, high).
- Attend ESSP committee meeting/s with the Event Organiser at SAPS station/cluster.
- Prepare a safety plan addressing all the safety issues identified for the event (low-risk event).
- Deal with and assist with the approvals of stand designs and temporary building permit application (BDM 11/12) submissions.
- Receive Event Organiser PLI copy.
- Receive event permit application.
- Request all relevant documentation to be filed in the event safety file from the Event Organiser.
- Check electrician registration with Department of Labour/Electrician Certifications Board.
- Check structural engineer/s (BDM12) and competent person's qualifications and PLI.

Vendors/caterers/merchandisers/promotional displays:

- Check COAs of food vendors.
- Check business licences of all vendors including merchandisers.
- Check COC for LPG or electrical installations in food trucks.
- Check vendors fire extinguishers – serviced and validity.

Non-explosives, special effects, pyrotechnics:

- Receive pyrotechnics risk assessment and SDSs.
- Receive copy permit from SAPS (obtained by pyrotechnician).
- Complete event health and safety checklists.

Please note: Isolation of the fire detection system is

not allowed. Should you use hazers, dry ice, foggers or smoke machines, this must be declared and approved before use. Should you need to isolate the fire detection system in a certain area, a trained Fire Marshall must be appointed.

Arrange a safety induction and ensure it is included in the load-in schedule and communicated to the CTICC at least seven days before build-up.

Floor plans must be approved by the CTICC and submitted to the Fire Department for permit approval. Ensure that the approved floor plan is not deviated from.

Flame retardancy certification must be obtained and provided by the Safety Officer. Items of a combustible nature such as fabric, paper items, banners, items made of wood pallets, hessian, thatch and straw are considered major fire hazards and will be required to provide a Fire Retardant Certificate before the start of the event.

When material draping is used as part of a display, please ensure the draping does not come into contact with electrical wiring, fittings and/or globes and drops no lower than 5 cm above the carpeted floor. Halogen lights are not approved as they pose a fire hazard. Ensure that all light displays are low wattage or LED. A flame test should be conducted.

3.5 REQUIREMENTS DURING THE EVENT

The Event Safety Officer should meet with the Venue Operations Team and discuss event safety and arrangements before opening. An inspection should be carried out and the Event Services Manager's pre-event safety checklist must be completed.

Further to the above, the Event Safety Officer must:

- Arrange for a check of the safety arrangements to be done before the event is opened, including that all fire-doors are unlocked, and access is unobstructed.
- Be easily identifiable as the Event Safety Officer and is in a known location such as the VOC.
- Have the authority, if necessary, to close the event or part of it at any time.
- Monitor the continuing safety of the site throughout the event. Pay special attention to structures, barriers,

electrical supplies, installations and other equipment provided.

- Monitor and review safety procedures and whether procedures are being followed and advise the Event Organiser of any actions needed to rectify the negative situation.
- Report all damage noticed while on patrol.
- Keep moving around – the more visible you are, the better. Also, as you observe you will notice situations in need of attention or correction. Watch for attendees blocking doorways and stairways. Request attendees and staff to keep these areas clear.
- Complete an incident report on any medical emergencies. Include name, address, phone number, exactly what happened and what was observed, the procedure followed step-by-step (wet floor, something laying on the floor, running and not watching, etc.) Ensure attendees stay out of restricted areas. The CTICC requires a copy of such a report.
- Ensure no horseplay on stands and that no one hangs their feet over the back of seats.
- Be alert. Patrol the event area conscientiously. Watch for children running/throwing things and stop them. Check for vandalism or other mischievous acts. Work with all door stewards/ticket takers and personnel.
- Monitor all escalators/stairs and facilities for potential problems.
- Monitor wind and weather conditions.
- Monitor noise levels.
- Be visible and engage with relevant persons at the event.

The CTICC venue operations team should immediately be made aware of any incidents, in writing, no later than the closure of an event.

3.6 POST-EVENT REQUIREMENTS

- Be on-site during breakdown.
- Finalise safety file and provide to the Event Organiser.

- Ensure breakdown takes place in an orderly manner.
- Attend the debriefing meeting of the Event Organiser.

3.7 VENUE OPERATIONS CENTRE REQUIREMENTS

The VOC is on-site accommodation that is set aside as a designated emergency or incident control centre. The VOC must be staffed continuously while the event is running. The location of the VOC in the overall venue and site design must be considered.

Emergency vehicles and the medical centre must be situated within the confines of the specific event footprint to enable handling of a minor or mass casualty with easy ingress and egress and direct communication with the VOC.

Many voluntary agencies can provide high-quality aid at incidents and should be involved in emergency planning. All bomb threats and suspicious objects must be reported to the VOC immediately.

Requirements for a VOC must be agreed with the authorised member and the Event Organiser.

Further requirements might include telephone line, CCTV monitor and PC, 18 chairs (each represented department of the City) and board room style tables, and an incident board/flipchart.

The setup of the VOC must be agreed to by the venue owner and is for the account of the Event Organiser.

3.8 EMERGENCY PREPAREDNESS

Every Safety Officer must make provisions and incorporate in their safety plan and induction process the emergency evacuation plan for the event.

During an evacuation, CTICC evacuation procedures will be announced on a dedicated fire/evacuation PA system and will be co-ordinated by the CTICC Management.

It is the duty of the Event Organiser to familiarise themselves with the evacuation routes and ensure an evacuation plan has been documented and is available in the client safety file.

ANNEXURE 3: PRE-EVENT CHECKLIST

This checklist must be completed by the ESM or local Safety/Security Officer prior to event opening

Client name:			
Event name:			
Type: (e.g. Expo/Meeting/Congress/Filming/Concert/Wedding/Bar mitzvah/Birthday/Party)			
Safety company:			
Safety Officer name:			
Date from:		Date to:	
Time from:		Time to*:	
*Should this event extend beyond midnight on the last date, 10% of the daily rate should be applied per hour			
How many people are attending? Pax:			
Area/s being used:			

CTICC Requirements	Yes	No	N/A	Comments
Does the event fall under the SASREA Act?				
Has an Event Permit been granted?				
Any special conditions?				
AV Equipment company plans/CAD on file				Name
Medic appointed				Name
Medical plan submitted				
Security appointed				Name
Security Plan submitted				

CTICC Requirements	Yes	No	N/A	Comments
Waste/cleaning company appointed				Name
Waste management plan submitted				
Safety Officer appointment letter				
Occupational Health and Safety qualification NQF5 or higher				
Safety plan on file				
Safety induction training/toolbox talks carried out?				
Do construction regulations apply?				
Rigging/trussing being erected				
Temporary structure/designer stands being erected				
Temporary signs placed				
Completion certificate on file				
Cherry pickers/mobile platforms being used and driven by licensed operatives (check)				
Has all electrical works been checked and comply with Electrical Installation Regulations?				
Signed COC received				
Generator being used?				
Certification available or on file?				
Row indicators to be on in Auditoria?				
Seating stands being erected?				
Is seating attached to each other?				
Is a 3 m clearance maintained around outside of room?				

CTICC Requirements	Yes	No	N/A	Comments
Tripping hazards in doorways secured? Fire check: Has emergency evacuation plan been submitted? Smoke machine/hazer being used/fire points isolated? Visible fire hydrants/hoses/extinguishers (1: 100 m ²) All evacuation signage visible? All fire route clear and free from obstruction? Does sliding doors in halls open freely? Are drapes being fitted – flame proofing done? Attach copies of certificates. Temporary signs placed? All emergency lights and sprinkler clear from obstruction				
Is gas being used by the client? Safety certificate available?				
Are fireworks being used? Permit on file?				
Has any chemical been brought in? Are MSDS on file? Any highly flammable chemical must be controlled				List
Is this an event where live stock (animals) are being brought onto site? If yes: is there written approval from the SPCA or Animal Welfare Society two weeks prior?				
Insurance liability on file for all parties?				

SAFETY FILE DECLARATION BY THE APPOINTED SAFETY OFFICER

This document serves to confirm that the Safety File for the above-mentioned event and that of the contractors and sub-contractors have been audited and found to be compliant with the Occupational Health and Safety Act, Safety at Sports and Recreational Events Act (SASREA), the SANS 10366:2009 regulations and that the CTICC Induction Booklet has been signed off by all staff and handed to the CTICC security service provider.

Company	
E-mail	
Office Number	
Contact Mobile	

I, _____, the appointed Safety Officer, hereby acknowledge that I have read and understand the applicable requirements.

Signature: _____ Date: _____

Organiser: _____ Date: _____

The completed check should be scanned and loaded onto the EBMS system in order to reference and complete all documents for this event.

ANNEXURE 4: TEMPLATE FOR AN EVENT SAFETY PLAN

To be completed as a guide in the compliance checking and ensure that all aspects of hosting events at the CTICC have been complied with.

Serial	Items to be considered	Date	Who	Comments	Done
	Duties of the site/venue owner				
	National Occupational Health and Safety legislation				
	Feasibility study				
	The planning phases of an event • Planning for the build-up • Pre-production • Planning for the set-up • Planning for the event • Planning for post-event management				
	Risk assessment				
Safety planning for an event					
	Health and safety planning				
	Health and safety policy				
Venue and site design considerations					
	Capacity				
	Exits				
	Venue access				
	Entrances				

Serial	Items to be considered	Date	Who	Comments	Done
	Sight lines				
	Video screens				
	Seating/standing arrangements				
	Slopes				
	Observations points				
	Production infrastructure				
	Fire and medical precautions				
	Site workers				
	Hospitality area				
	Noise considerations				
	Catering and merchandising				
	Weather conditions				
	Signage				
	Video screens				
	Front of stage barriers				
	Public facilities				
	Excess patrons				
	Final site design				
Fire safety planning and assessment					
	Venue capacity and emergency evacuation				
	General principles of emergency evacuation				
	Buildings designed for indoor public assembly				

Serial	Items to be considered	Date	Who	Comments	Done
	Sports stadium				
	Outdoor venues				
	Stairways				
	Ramps				
	Exits				
	Doors and escape routes				
	Fastenings on doors and gates				
	Self-closing devices for fire doors				
	Exits and directional signs				
	Normal and emergency lighting				
	Fire-fighting equipment				
	Fire retardancy of curtains, drapes and other materials				
	Artificial and dried foliage				
	Special risks				
	Warning systems				
Incident planning (emergency planning)					
	Major and minor incident planning				
	Event risk assessment				
	Coordination of emergency services				
	Venue Operations Centre (VOC)				

Serial	Items to be considered	Date	Who	Comments	Done
	Emergency services vehicles				
	Voluntary agencies				
	Bomb threats				
Communication planning					
	Communication and coordination				
	Communication during the event planning phase				
	Preparation of key support documentation				
	Framework for handling the event				
	Communication controls in the VOC/JOC				
	Off-site links				
	Radio communication				
	Telephone equipment				
	Communication procedures				
	Message delivery and acknowledgement				
	Situation reports				
	Alerting procedures				
	Regular updating				
	Record-keeping				
	Training, briefing and preparation				

Serial	Items to be considered	Date	Who	Comments	Done
	Public information and communication				
Crowd management, crowd control and contingency planning					
	Planning				
	Entry and exit of the attendees				
	Opening time				
	Crowd pressures at entrances				
	Body searching				
	The pit				
	Late leavers				
	Admission policies				
	Facilities for people with special needs				
	Opening entrances and front-of-stage area				
	Ticketing				
	Police involvement				
	Stewards and security personnel				
	Conduct of stewards				
	Welfare of stewards				
Transport and traffic management					
	Transport management				
	Traffic marshalling				
	Buses				
	Vehicle access				

Serial	Items to be considered	Date	Who	Comments	Done
	Parking				
	Emergency access				
	Pedestrians				
	On-site vehicle management and temporary roadways				
	Lift trucks				
	Other vehicles used on-site				
Structures					
	Temporary structures				
	Choosing the supplier				
	Design				
	Assembly and erection				
	Protection against falling				
	Protection from falling objects				
	Safe handling of loads				
	Dismantling				
	Design concept and statement				
	Construction drawings				
	Safety method statement				
	Certification (BDM13)				
	Before admitting the audience				
	Monitoring after erection				

Serial	Items to be considered	Date	Who	Comments	Done
	Public protection against falls				
	Providing adequate lighting				
	Marking of obstructions and edges				
	Altering of structures				
	Work near temporary structures				
	Managing the loads				
	Roofs, stages, seating and platforms				
Barriers					
	Floor plan				
	Front-of-stage barrier				
	The pit				
	Construction of front-of-stage barriers				
	Shape of front-of-stage barriers				
	Barrier around thrusts				
	Multiple-barrier systems				
Planning for electrical installations and lighting					
	Electrical installation and lighting				
	Planning				
	Installation				
	Cabling				

Serial	Items to be considered	Date	Who	Comments	Done
	Electricity utility and cables				
	Access to electrical equipment				
	Generators				
	Electricity to the stage area and effects lighting				
	Normal lighting circuits				
	Emergency lighting circuits				
	Management of lighting circuits				
	Lighting levels for emergency exits				
	Portable electrical appliances				
Facilities					
	Disabled access				
	Setting up, operation and dismantling				
	Merchandising and special licensing				
	Catering facilities				
Vendors or food trucks					
	Food safety				
	Drinking water				
	Alcohol and bar area				
	Cash handling				
	Drainage (grey water)				

Serial	Items to be considered	Date	Who	Comments	Done
Amusements, attractions and promotional displays					
	Non-explosive special effects and pyrotechnics				
	Non-explosive special effects				
	Pyrotechnics (explosive special effects)				
	Regulations and controls for pyrotechnics				
	Risk assessment for the use of pyrotechnics				
Waste management					
Sound, noise and vibration					
Events on, at or near water					
	Risk assessment				
	Safety of participants				
	Safety of spectators				
	Electrical safety				
	Foreign objects				
	Rescue teams				
	Water rescue raft				
	Water rescue staff				
	Water rescue equipment				
	Rescue coordinator				
Facilities for persons with disabilities					
	General				

Serial	Items to be considered	Date	Who	Comments	Done
	Access				
	Ramps				
	Viewing area				
Medical and emergency care management					
	Personnel management				
	Planning				
	Information to attendees				
	Helicopters				
	Communication				
	Medical services in pit areas				
	On-site medical facilities				
	Maps and plans				
	Staffing plan				
	General requirements for the medical facility				
	Welfare of medical personnel				
	Emergency facilities for employees and event workers				
	Provision of medical and emergency care				

CONTACT



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