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Cell number: 082 442 8521

www.topcompliance.co.za

QSE B-BBEE - Level Four



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Contact details:

Pat: 082 442 8521 (08h00 – 16h30)

Email: p.wessels@topcompliance.co.za

Website: <https://www.topcompliance.co.za>

Do you host regular events at your school, church or venue?

Understanding venue safety certificates, event risk categorisation and event safety planning

In the Safety at Sports and Recreational Events Act 2 of 2010, an “event” means:

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

The applicable legislation is:

- [Safety at Sports and Recreational Events Act 2 of 2010](#)
- [Safety at Sports and Recreational Events Regulations, 2017](#)

Schools, churches and other venues may host sports fixtures, swimming galas, athletics meetings, concerts, festivals, conferences, religious gatherings and community activities throughout the year.

A common question is whether one annual certificate automatically approves all events held at the venue.

The legislation distinguishes between:

- the safety and grading certification of the stadium or venue;
- the submission of an annual schedule of events;
- the risk categorisation of each event;
- the safety and security requirements applicable to each event; and
- the additional certification required for a high-risk event.

Does the Act apply to every activity?

The Act applies to events held at a stadium, venue or along a route where the event falls within the statutory definition of an “event”.

However, whether a particular ordinary school, church or community activity must follow the complete SASREA process will depend on the nature of the activity, where it is held, the persons attending and whether it is treated as an event under the Act.

The organiser should obtain written guidance from SAPS and the relevant local authority where there is uncertainty about whether the legislation applies to a particular activity.

Existing stadium or venue safety certificate, accompanied by a grading certificate.

A stadium or venue owner must apply annually to the relevant local authority for an existing stadium or venue safety certificate.

The application must be submitted at least 30 days before the existing certificate expires.

The existing stadium or venue safety certificate relates principally to the infrastructural safety of the stadium or venue.

It must be accompanied by a grading certificate issued by the local authority.

The grading certificate must state:

- the determined safe spectator capacity of the stadium or venue; and
- the level of event risk that may be hosted at the stadium or venue.

Where the owner wishes to host high-risk events, an application must also be made for a high-risk event grading certificate. The local authority may issue such a grading certificate only after consultation with the relevant authorised SAPS member.

Supporting documents for venue certification

The Regulations prescribe documents and information that may be required before an existing stadium or venue safety and grading certificate may be issued.

Depending on the stadium or venue, these may include:

- approved stadium or venue plans;
- a current fire-safety and fire-equipment installation compliance certificate;
- a current electrical compliance certificate;
- a comprehensive written emergency evacuation and disaster-management plan;
- a safety and security installation certificate;
- a mechanical-system compliance certificate;
- applicable gas-safety certificates;
- structural-safety information and certificates;
- details of the safe spectator capacity;
- public-liability insurance information; and
- other certificates, plans and information required by the Act, the Regulations or the local authority.

The exact documents required must be confirmed with the relevant local authority.

Does the venue certificate approve every event?

No. An existing stadium or venue safety and grading certificate confirms the infrastructural safety, safe spectator capacity and approved risk grading of the venue.

It does not replace:

- submission of the annual schedule of events;
- SAPS risk categorisation of the event;
- event-specific safety planning;
- compliance with the requirements for low-, medium- or high-risk events;
- approval for temporary alterations or structures; or
- a high-risk event safety certificate where one is required.

The event organiser and venue owner must also comply with the conditions stated in the applicable certificates.

Annual schedule of events

An event organiser must submit an annual schedule of planned events to the National Commissioner of SAPS.

The schedule must generally be submitted at least six months before the start of:

- the relevant calendar year; or
- the relevant season in the case of a seasonal activity.

This may include recurring activities such as:

- school sports fixtures;
- swimming galas;
- athletics meetings;
- concerts;
- choir performances;
- cultural events;
- religious events;
- festivals;
- exhibitions; and
- other activities falling within the definition of an event.

Including an event in an annual schedule does not automatically approve the event. It enables the event to be considered for risk categorisation.

Where an event was not reasonably foreseeable when the annual schedule was submitted, the organiser must submit the required information to the National Commissioner as soon as the organiser starts planning the event.

Event risk categorisation

The National Commissioner must categorise each event as:

- low risk;
- medium risk; or
- high risk.

These are risk categories and not merely attendance categories.

The number of persons expected to attend is one of several factors that may be considered.

Other relevant factors may include:

- the type and nature of the event;
- the stadium, venue or route being used;
- the expected number of spectators, participants and officials;
- the historical record of similar events;
- the age and profile of persons expected to attend;
- the sale or consumption of alcohol;
- the use of temporary structures;
- the availability of emergency services;
- traffic-management requirements;
- security threats or public-order concerns;
- the time and duration of the event;
- expected weather conditions;
- the location and surrounding environment; and
- any other information relevant to public safety and security.

An event should therefore not be described as low, medium or high risk solely because a particular attendance threshold has been reached.

Requirements for a low-risk event

For a low-risk event, the event organiser must ensure that:

- a safety officer is appointed for the event;
- a written safety plan is prepared;
- an event-specific risk assessment is completed;
- appropriate safety and security measures are implemented;
- crowd-management measures are established;
- vehicle-parking and traffic arrangements are addressed;
- emergency and medical arrangements are established;
- the local police station is notified as required; and
- any directives or conditions issued by the relevant authorities are followed.

Being categorised as low risk does not remove the organiser's duty to plan and manage the event safely.

Requirements for medium- and high-risk events

For medium- and high-risk events, the National Commissioner must establish an:

Event safety and security planning committee.

The committee may include relevant safety and security role-players, such as:

- SAPS;
- the event organiser;
- the stadium or venue owner;
- local authority representatives;
- emergency medical services;
- fire and rescue services;
- disaster-management services;
- traffic authorities;
- private security services; and
- other persons or organisations required for the particular event.

The committee considers the event's safety and security arrangements and may issue conditions or directives that must be implemented.

Venue Operations Centre

A Venue Operations Centre, commonly referred to as a VOC, must be established for medium- and high-risk events.

The VOC is the operational command, control, communication and coordination centre for the event.

A VOC commander must be appointed in accordance with the Act.

The VOC must be properly equipped and must allow the relevant safety and security role-players to coordinate the management of the event.

What is a JOC?

"Joint Operations Committee" or "JOC" is a term commonly used by municipalities and operational authorities for coordinated event planning and approval processes.

However, the Safety at Sports and Recreational Events Act and its Regulations do not use "JOC application" as the formal name of the national statutory process.

The statutory structures created by SASREA include:

- the event safety and security planning committee; and
- the Venue Operations Centre.

A municipality may nevertheless operate its own event-approval or JOC process under municipal by-laws, policies or administrative procedures.

The organiser must therefore comply with both:

- the requirements of SASREA and its Regulations; and
- any lawful municipal event-approval requirements applicable in the area.

High-risk event safety certificate

Where an event has been categorised as high risk, the event organiser must apply to the National Commissioner for a:

High-risk event safety certificate.

The application must be submitted at least 60 days before the event.

The National Commissioner may issue the certificate subject to conditions intended to protect persons and property at the event.

The high-risk event safety certificate is separate from the venue's existing stadium or venue safety and grading certificate.

The event may not proceed contrary to the conditions of the applicable certificate.

Temporary structures and changes to the venue

A venue safety certificate does not automatically authorise temporary alterations or structures.

Where the holder of a venue safety certificate intends to alter or extend the stadium or venue by erecting a temporary structure, an application for written approval must be made to the local authority before the alteration or erection begins.

Temporary structures may include:

- temporary stages;
- tents or marquees;
- temporary grandstands;
- spectator platforms;
- temporary barriers;
- temporary bridges or walkways;
- lighting towers;
- media structures; and
- other temporary installations that may affect safety.

Temporary structures must not be used merely because the venue has an annual safety certificate.

Safe spectator capacity

Every event must be planned within the determined safe spectator capacity stated in the venue's grading certificate.

The expected number of spectators must not exceed the certified safe spectator capacity.

Event organisers should also consider the number of:

- participants;
- performers;
- officials;
- employees;
- contractors;
- service providers;
- volunteers;

- security personnel; and
- emergency-service personnel
- who will be present at the venue.

The safe spectator capacity stated in the grading certificate must not be exceeded unless the capacity has been lawfully reassessed and the relevant certificate has been amended or replaced by the competent authority.

Public-liability insurance

The event organiser must have public-liability insurance for the event as required by the Act and Regulations.

The insurance must provide appropriate cover for the event and must comply with any prescribed requirements or conditions imposed by the relevant authorities.

Evidence of the applicable insurance should be retained with the event records.

Important questions to confirm

Schools, churches, venue owners and event organisers should obtain written confirmation from SAPS and the relevant local authority regarding:

1. Whether the planned activity falls within the definition of an event under SASREA.
2. Whether the premises are regarded as a stadium or venue for purposes of the Act.
3. Whether an existing stadium or venue safety and grading certificate is required.
4. What risk level the venue is graded to host.
5. What safe spectator capacity has been certified.
6. Whether the event has been included in the annual schedule of events.
7. Whether the event has been categorised as low, medium or high risk.
8. What event-specific safety plans and documents are required.
9. Whether temporary structures require written local-authority approval.
10. Whether an event safety and security planning committee must be established.
11. Whether a VOC must be established.
12. Whether a high-risk event safety certificate is required.
13. What local municipal event-approval procedures must also be followed.
14. What fees, forms and supporting documents are currently required.

Practical recommendations

Each applicable stadium or venue should maintain:

- a valid existing stadium or venue safety certificate;
- a valid grading certificate;
- the certified safe spectator capacity;
- the approved venue risk grading;
- current fire, electrical, structural and other required compliance certificates;
- an emergency evacuation and disaster-management plan;
- records of annual event schedules submitted to SAPS;
- written SAPS risk-categorisation decisions;
- event-specific risk assessments;
- written event safety and security plans;
- crowd-management arrangements;
- traffic and parking arrangements;
- first-aid and emergency medical arrangements;
- fire-safety arrangements;
- security and access-control plans;
- public-liability insurance;
- approvals for temporary structures;
- minutes and directives of the event safety and security planning committee, where applicable;
- VOC arrangements for medium- and high-risk events; and

- records of municipal, SAPS and other relevant approvals.

Conclusion

An annual existing stadium or venue safety and grading certificate relates to the safety, capacity and approved risk grading of the venue.

It does not constitute blanket approval for every event held at that venue.

Events must be included in an annual schedule or submitted when they become foreseeable, and each event must be risk categorised by the National Commissioner as low, medium or high risk.

The requirements applicable to the event will depend on its risk categorisation.

A high-risk event requires a separate high-risk event safety certificate, applied for at least 60 days before the event.

Medium- and high-risk events require an event safety and security planning committee and a Venue Operations Centre.

Schools, churches, venue owners and event organisers should obtain written confirmation from SAPS and the relevant local authority before relying on an annual venue certificate as authority to host a particular event.

The event organiser, stadium or venue owner and other event role-players remain responsible for ensuring that every event is properly planned, risk assessed and managed in accordance with the Act, the Regulations and the conditions imposed by the relevant authorities.

Disclaimer

This newsletter is intended for general information and awareness only.

It does not constitute legal advice, municipal approval, SAPS risk categorisation, event authorisation or a substitute for an event-specific risk assessment and safety plan.

The requirements applicable to an event depend on the nature, location, anticipated attendance, risk profile and categorisation of the event, as well as the conditions imposed by SAPS, the local authority and other relevant safety and security role-players.

Municipal event-approval processes, forms, fees and submission periods may be governed by separate municipal by-laws, policies and administrative procedures and may differ between municipalities.

Schools, churches, stadium or venue owners and event organisers must confirm the current requirements directly with the National Commissioner or relevant authorised SAPS member, the relevant local authority and any other competent authority before hosting an event.

Where necessary, written confirmation and professional legal or technical advice should be obtained.

Top Compliance (Pty) Ltd accepts no liability for any loss, delay, penalty, injury, damage or other consequence arising from reliance on this newsletter without first confirming the requirements applicable to the specific stadium, venue and event.

For more information, please contact us on info@topcompliance.co.za

Yours in Health and Safety



<u>Occupational health and safety auditing and consulting</u>			<u>Online safety shop</u>	
				
<u>Appointments, checklists and templates</u>	<u>First aid equipment</u>	<u>Signage</u>	<u>Legal posters</u>	<u>Safety Equipment</u>

Courses offered by Top Compliance (Pty) Ltd

ONLINE ACADEMY - https://academy.topcompliance.co.za/		
Occupational Health and Safety Courses	Online	Onsite Excluding travel
<u>Safety representative – Legal Liability</u>	R980.00	R1300.00
<u>The Occupational Health and Safety Act & responsibilities of management – Legal Liability</u>	R1250.00	R 1730.00
<u>Hazard Identification and Risk Assessment</u>	R735.00	R875.00
<u>Food facility health & safety course in terms of R638</u>	R735.00	R875.00
<u>Basic Ladder Safety Course</u>	R735.00	R875.00
Fire Fighting and Prevention Courses		
<u>Fire Marshal - Basic firefighting</u>	R735.00	R875.00
<u>Fire & Evacuation marshal - Basic firefighting with emergency action planning</u>	R810.00	R950.00
First aid		
<u>Level 1 - US 119567 - Perform basic life support and first aid procedures – THEORY MODULE</u>	R400.00	-

ONLINE ACADEMY - https://academy.topcompliance.co.za/	
Occupational Health and Safety Courses	
<u>Safety representative – Legal Liability</u>	
<u>The Occupational Health and Safety Act & responsibilities of management – Legal Liability</u>	
<u>Hazard Identification and Risk Assessment</u>	
<u>Food facility health & safety course in terms of R638</u>	
<u>Basic Ladder Safety Course</u>	
Fire Fighting and Prevention Courses	
<u>Fire Marshal - Basic firefighting</u>	
<u>Fire & Evacuation marshal - Basic firefighting with emergency action planning</u>	

ONSITE TRAINING	
First Aid Courses:	
<u>Level 1 - US 119567 - Perform basic life support and first aid procedures</u>	2 days
<u>Level 2 - US 120496 - Provide risk-based primary emergency care/first aid in the workplace</u>	3 days
<u>Level 3 - US 376480 - Provide first aid as an advanced first responder</u>	3 days

Level 1 & 2 - US 119567 & 120496	3 days
Level 1, 2 & 3 - US 119567, 120496 & 376480	5 days
Level 2 & 3 - US 120496 & 376480	3 days
Child and infant CPR & choking	6 hours
Adult CPR & choking	6 hours
Adult CPR & choking and AED	1 day
Occupational Health and Safety Courses	
Safety representative – Legal Liability	1 day
The Occupational Health and Safety Act & responsibilities of management – Legal Liability	1 day
Hazard Identification and Risk Assessment	1 day
Food facility health & safety course in terms of R638	6 hours
Basic Ladder Safety	6 hours
Fire Fighting and Prevention Courses	
Fire Marshal - Basic firefighting	6 hours
Fire & Evacuation marshal - Basic firefighting with emergency action planning	1 day