	Raha International School		
	Occupational Safety and Health Management System		
	School Events Management		
	Document No: RIS-OSH-P09-SOP21		



Document Name	School Events Management		
Document Number	RIS-OSH-P09-SOP21		
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1. Purpose

It is important when planning events in school that health and safety is managed appropriately, and events are compliant with the relevant regulatory authorities in the UAE pertinent to schools. This includes Knowledge and Human Development Authority (KHDA), Emirates School Establishment (ESE), Department of Education and Knowledge (ADEK) Dubai Municipality (DM), Health Authority Abu Dhabi (HAAD) and the Dubai Health Authority (DHA).

2. Scope

- Establish a clear policy on procedures to plan and execute events in a safe and controlled manner
- To better regulate the activities that take place during school events e.g. National Day Celebrations
- To avoid fines and penalties from government entities as a result of non-compliance
- In Dubai, KHDA guidance on events is to be used in conjunction with this document: [KHDA Guidelines for Trips and Events](#)

3. Responsibilities

The individual organising the event regardless of whether it is before/during/after school or at a weekend is responsible for event organisation, health and safety management and compliance. An event planning request form must be completed for all events in school.


4. Types of Events

Events and activities in school that require an event planning request form to be completed (and KHDA approval in Dubai).

- All events and fairs in the school e.g. festive fair, national day, iftar, musical performances
- Assemblies with parent invitation only
- All school productions in house or external
- Performances by third parties
- External speakers where there is an audience
- Sporting events, sports day, galas, fitness days/initiatives
- Photography, videography, marketing, and advertising campaigns
 - In Dubai ensure compliance with: [KHDA Guidelines Advertising and Marketing](#)
 - In Abu Dhabi private schools ensure compliance with Policy 38 Approval of the School Advertisements and Promotional Materials [ADEK Private Schools Policy and Guidance Manual](#)
- Any entertainment or activity involving animals in school
- Any buying or selling activity in school
- All charity collections and events
- PTA organised events

5. School Fair and Events Health and Safety Management

The following items need to be in place to effectively manage events and fairs safely. Activity and catering providers operating in the school during school events and fairs should supply up to date valid certification in accordance with the list below:

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- An approved Event Planning Request Form
- Trade licence
- Public liability insurance
- Signed Waiver
- Risk assessment – the school is to have a risk assessment in place to cover the whole event however visiting suppliers should also provide their own risk assessment for specific hazards associated with the provided activity
- A staff rota should be in place to cover each activity every hour and there should be nominated staff to manage H+S and provide supervision
- In Dubai food permits from Dubai Municipality are required to participate in the event. The caterer can apply online [DM Food Related Activities Permit](#). There is usually a fee of approximately 200 AED, this is to be paid directly by the supplier not the school
- In Abu Dhabi, catering at events must comply with the Abu Dhabi Agriculture and Food Safety Authority, Policies and Legislations [ADAFSA Policies and Legislations](#)

If any of the above documents are not available, please contact the school Principal or Head of Business Operations / Operations Manager for approval to proceed.

Risk Assessment

It is important that risk assessments cover all hazards that are present, and that a bespoke site-specific risk assessment is created for every event. High risk activities such as animals in school and live cooking stations should be covered in detail to ensure that suitable control measures are in place allowing the activity to take place in a safe and controlled manner. Further guidance on completing risk assessments can be found in TG-OSH-10 Taaleem Group Risk Assessments.

Supervision

It is important that during events there is suitable supervision in place across the site and there should be an adequate number of staff to support the projected number of attendees. Extra security guards should also be considered to ensure safety and security if it is deemed necessary, it is important that all open gates are manned throughout the duration of an event to control access into the school.

To ensure suitable supervision events and fairs should only take place in the area authorised for use during the event with access restricted to other areas of the school where there is no supervision in place. This may mean that external doors and internal doors and corridors are manned by members of staff, these details should be included in the event planning request form.

For larger events it may be necessary for the organiser to organise a separate attendance register so guests can be effectively signed in and out of the site.


6. Celebrations in School

Any food brought into school by parents/staff/PTA for celebrations including student birthdays or for religious festivals such as Eid or Diwali must comply with the schools nut free policy and the teachers' permission should be sought prior to the distribution of any food.

Owing to the potential issues associated with the distribution of food and drink in school it is a practice that should be carried out cautiously, instead students can be encouraged to bring their own customised lunch from home to participate in any celebration.

7. Fundraising

- The UAE Government portal contains information detailing the Government entities responsible for charitable and humanitarian work, charitable organisations within the UAE and the rules surrounding donating and raising funds. [UAE Government, Charity in the UAE](#)

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- In Dubai all charitable donations should be made to one of the accredited charities on the Islamic Affairs and Charitable Activities Department IACAD list: [IACAD Accredited Charities List](#)
- Any legal document required for application is to be requested from the Principal's PA.
- The charity will seek approval and issue a permit which allows you to collect money at the school. All monies received will be given directly to the nominated charity.
- In Dubai KHDA approval is required, the permit from the charity should be attached with the application.

8. Venue Usage Agreements

There may be circumstances when the school facility is to be rented by a third-party for an event and there is not already a contract in place with the company. This could be a production company using the school premises for filming or a sports company using the facilities to host an event. In this instance a venue agreement must be signed by the visiting company to avoid the requirement for a full contract. The venue agreement template can be found on the Central Office Document Centre at the following link [TG-OSH-16 Venue Agreement.docx](#)