


School Events Management



Taaleem Group	 inspiring young minds
Occupational Safety and Health Management System	
School Events Management	

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Taaleem Group Signatory Page

Policy Document Reference	School Name	Name of Lead Responsible Signatory	Signature	Date
TG-OSH-16.1	Charter School Group	Alphonso Bronkhorst		
TG-OSH-16.1	DBS Group	Maris Keijser		
TG-OSH-16.1	IB Cluster	Ashley Tomkinson		
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TG-OSH-16.1	Dubai Schools Group	Harry Bains		
TG-OSH-16.1	RAHA Group	Marthinus Neethling		
TG-OSH-16.1	ESE Group	Philip Longdon		



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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, (see Appendix 1).

4. Types of Events

An event is a planned occasion that is above and beyond a routine or regular meeting or gathering where additional considerations and control measures must be in place. 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

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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 the relevant up to date valid certifications in accordance with the list below:

- An approved Event Planning Request Form (see appendix 1)
- Trade licence
- Public liability insurance
- Signed Waiver (see appendix 2)
- 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 (appendix 1).

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.

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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](#)
- 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](#)

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Appendix 1. Event Planning Request Form

EVENT PLANNING REQUEST FORM

It is the responsibility of the staff member organising the event to ensure compliance to avoid any fines or penalties from regulatory bodies:

Upon completion of this form please send to:

- **Principal's PA** so they can seek the Principals approval (and KHDA Approval in Dubai).
- **Facilities Manager / Operations Manager** insert email and IT insert email for planning purposes.

Upon receipt of approval from the **Principals PA** notify all concerned parties and the event can go ahead.

- **Risk Assessment** – to be completed by the event organiser, to be signed off by Head of Operations / Operations Manager.
- **Insurance and Licences** – a valid trade licence and public liability insurance is required for any third-party company conducting activities on the site. If this is not available, the Head of Operations / Operations Manager should be contacted for advice insert email.

Dubai Only:

- **KHDA Approval** – is required for all events including videography/advertising/recording/parents in school.
- **Food Permit** – issued by Dubai Municipality is required for any third-party providing food on site. This is the catering companies' responsibility.

Event Name	
Event Organiser (name, number, email)	
Date and Timings	
Projected Number of Attendees	
Event Programme	Please attach a copy if available

Rooms / Locations	Rooms to be booked, Operations team to arrange cleaning and set up
Catering Arrangements (set up, locations, timings)	
Event and Directional Signage	Organiser to arrange, print and provide to operations team
Event Furniture	
Supervision Requirements Additional Manpower (requirements and location)	
IT/ Technical Requirements	
Photography/Video Requirements	If marketing coverage is needed, please contact insert email
Risk Assessment	To be completed, signed off and a copy attached.
Parking Arrangements	
Other Requirements	

Authorisation Signature

Principal:

Head of Business Operations / Operations Manager:

Appendix 2. Release of Liability Waiver

VISITING COMPANY INSURANCE WAIVER AND RELEASE OF LIABILITY FORM - EVENTS

I, _____, am the /CEO/Director/Manager/Supervisor
of/at _____ *insert name of company*, that will be working at [*insert name of school*],

in accordance with the details below:

Nature of Visit: *Provider / Trader / Caterer*

Single Entry **Multiple Entries Inclusive of the Below Date Range**

Arrival Date: *insert*

Departure Date: *insert*

Taaleem Staff Sponsor: *insert*

Visiting Company Point of Contact Name: *insert*

Visiting Company Point of Contact Number: *insert*

Other Important Details: *insert*

Standard of Conduct

Whilst Taaleem is committed to preventing the injury and ill health of all employees, students, public contractors, and visitors, I recognise that members within my Company have an important personal obligation to conduct themselves in a manner compatible with local laws and regulations and the School's Code of Conduct. I acknowledge that it is my employee's responsibility to abide by all such laws, regulations, and standards.

Employee's who do not abide by the laws, regulations and standards or are involved in unacceptable conduct will not be permitted access to the school site.

Health

I confirm that my employees are in good health and able to safely undertake the planned task/activity within the school.

Insurance

I understand that whilst Taaleem has its own Public Liability Insurance Policy, it is the obligation of the visiting Company to be solely responsible for payment in full of all costs of medical care that an employee may receive as the result of an accident occurring on the school site. I acknowledge that it is also my Company's responsibility to have a suitable insurance policy in place to cover any accidents and injuries to any participants involved in the provided activity.

Event

I will ensure that items brought on site are safe and will not cause any danger to users and school facilities will be used with care so as not to cause any damage.

I will be responsible for the safe evacuation of all members within my Company in case of any emergency and I will have records of attendance of all staff in case of roll call.

At the end of the event, I will remove all my items immediately and ensure we clear the premises promptly, I understand it is my responsibility to dispose of all waste created as a result of the planned activity and I agree that the site will be left in the same condition that it was found in.

I understand and I am aware that **inset school name** reserves the right to cancel the event at any time due to unforeseen circumstances.

Signature

Name

Date

Stamp