



## Event Organizing Policy (School Events Management)

### 1. Purpose

The purpose of this policy is to ensure that all school events are planned, approved, organized, and delivered safely, professionally, and in line with ADEK requirements, ADOSH 4.0 principles, NCEMA emergency preparedness expectations, and UAE Fire & Life Safety standards. This policy aims to protect students, staff, parents, and visitors, while ensuring events are inclusive, culturally appropriate, and well supervised.

### 2. Scope

This policy applies to:

- All school events (academic, cultural, sports, social, community, ceremonies, competitions, trips linked to events).
- Events are held on school premises and off-campus venues.
- Events during school hours and outside school hours.
- All students, staff, contractors, volunteers, visitors, parents, and external providers are involved in any event activity.

### 3. Policy Statement

The school is committed to ensuring that all events:

- Prioritize safety, student protection, and wellbeing before entertainment or program needs.
- Are planned to use a structured approval process and documented risk assessment.
- Provide appropriate supervision ratios and clear responsibilities.



- Are accessible and inclusive for all participants, including students of determination.
- Are delivered with effective emergency preparation, first aid readiness, and incident reporting.
- Are reviewed after completion to improve future performance and prevent recurrence of issues.

#### 4. Legal and Regulatory Framework

This policy is aligned with (as applicable):

- ADEK Health, Safety and Wellbeing requirements for schools (latest applicable versions).
- ADEK requirements for extracurricular activities and school events.
- ADOSH 4.0 Risk Management and workplace safety requirements.
- NCEMA emergency preparedness requirements.
- UAE Fire and Life Safety Code (2018).
- Federal laws related to child protection and safeguarding.
- Regulations related to fundraising/donations (if included in events).

#### 5. Definitions

- **Event:** Any organized activity involving students/staff/visitors, on-campus or off-campus, including performances, sports days, ceremonies, fairs, competitions, and community activities.
- **High-Risk Event:** Any event that includes large crowd numbers, external visitors, off-campus location, physical activities, inflatables, temporary structures, animals, cooking, open flames, night timing, or media presence.



- **Event File:** The set of documents related to the event including plan, approval, risk assessment, consent, supervision list, vendor documents, and post-event review.

## **6. Roles and Responsibilities**

### **6.1 Principal / School Director**

- Approve major/high-risk events and ensure compliance with school policy and authority requirements.
- Ensure resources are available (staffing, supervision, security, medical coverage).
- Ensure incidents are reported and corrective actions are implemented.

### **6.2 Event Coordinator / Organizing Committee**

- Prepare the event plan and event schedule and submit it for approval on time.
- Ensure all required documents are completed before the event date.
- Coordinate with OSH, Security, Clinic/Nurse, Facilities, and external providers.
- Ensure parent communication and consent collection (when required).
- Ensure event evaluation and closure report are completed.

### **6.3 OSH Department / Safety Officer**

- Review and approve event risk assessment and control measures.
- Verify venue readiness, crowd control plan, emergency exits, and fire safety arrangements.
- Ensure emergency response plans are suitable for the event type and location.



- Monitor event implementation and report non-compliance immediately.

#### **6.4 Clinic / School Nurse / First Aid Team**

- Ensure that first aid coverage is available during the event.
- Ensure medical room readiness and emergency equipment availability (as applicable).
- Maintain incidents log and support emergency response actions.

#### **6.5 Security Team**

- Control access, manage visitor entry, and support crowd management.
- Monitor gates, parking, and movement flow.
- Support emergency evacuation and lockdown instructions if needed.

#### **6.6 Facilities / Maintenance Team**

- Ensure event area is safe, clean, and ready (lighting, AC, seating, stage, electrical).
- Support safe set-up and dismantling of equipment and temporary arrangements.
- Ensure waste disposal and cleaning after the event.

#### **6.7 Staff / Teachers / Supervisors**

- Supervise students actively and implement behavior expectations.
- Ensure students follow safety instructions and stay within defined areas.
- Report hazards, near misses, or incidents immediately.

#### **6.8 Contractors / Vendors / External Providers**

- Provide valid licenses, insurance, and method statements before starting work.
- Comply with school OSH rules, safeguarding expectations, and security instructions.



- Ensure safe installation, operation, and removal of equipment (e.g., inflatables, sound systems).

## 7. Event Planning and Approval Process

### 7.1 Event Request Submission

Every event must have an Event Request Form submitted in advance, including:

- Event title, date, time, location, target group, estimated numbers.
- Program outline and activity type (sports, performance, food, external guests).
- Staff list and supervision plan.
- Security, traffic, and parking needs.
- Medical/first aid requirements.
- Equipment and facility requirements.
- External vendors involved (if any).

### 7.2 Approval Levels

- **Low-risk events:** Approval by Event Coordinator + OSH review (as needed).
- **Medium/high-risk events:** Approval by Principal + OSH + Security + Clinic.
- **Off-campus events:** Must include venue assessment, transport safety plan, and parent consent before approval.

### 7.3 ADEK / Authority Notifications (If Applicable)

When required by regulation or school direction, necessary notifications/approvals must be completed before the event.



## 8. Risk Assessment and Control Measures

A documented risk assessment is mandatory for every event and must follow the

### Hierarchy of Control Measures:

1. **Elimination** – cancel/remove the hazard (e.g., remove open flame activity).
2. **Substitution** – replace with safer option (e.g., LED candles instead of real candles).
3. **Engineering Controls** – barriers, fencing, stage guards, cable covers, crowd barriers.
4. **Administrative Controls** – procedures, supervision, signage, briefings, schedules, entry limits.
5. **PPE** – as needed (e.g., gloves for food handling, safety shoes for setup staff).

Risk assessments must be considered at minimum:

- Crowd size and movement.
- Slips, trips, falls (cables, wet floors, steps).
- Electrical safety (temporary wiring, sound systems).
- Fire hazards (decorations, cooking, heat sources).
- Weather (for outdoor events: heat stress, wind, sandstorms).
- Student safeguarding and supervision.
- Medical emergencies (asthma, allergies, fainting, injury).
- Traffic and parking hazards.
- Security threats and unauthorized access.
- Contractor activities (setup/dismantling risks).



## **9. Safeguarding and Student Protection**

- All events must follow the School Student Protection Policy at all times.
- External adults must not be left alone with students and must be supervised.
- Photography/video must follow school rules and parent permissions.
- Student dignity and privacy must be protected.
- Any concerns must be reported immediately through the school safeguarding reporting route.

## **10. Supervision and Student Management**

- Supervision ratios must be appropriate to age group, activity type, and risk level.
- A clear student registration/attendance process is required for trips and off-campus events.
- Student movement must be controlled using group lists and assigned supervisors.
- Entry/exit points must be managed to prevent student loss or unauthorized exit.
- Clear rules must be communicated to students before the event.

## **11. Venue, Facilities, and Crowd Management**

### **11.1 On-Campus Event Requirements**

- Emergency exits must be clear, illuminated, and not blocked by chairs/stage/decorations.
- Maximum occupancy must be respected for halls and indoor areas.
- Seating and stage arrangements must be stable and safe.
- Electrical cables must be secured and covered.



- Toilets, drinking water, ventilation, and shaded areas (outdoors) must be available.

### **11.2 Off-Campus Venue Requirements**

- Venue assessment must be completed before the event (or at least verified with evidence).
- Confirm emergency exits, assembly points, first aid, crowd control, and security arrangements.
- Confirm transport drops off/pick-up safety and supervision points.

### **12. First Aid, Medical Readiness, and Emergency Response**

- First aid coverage must match event risk level and number of participants.
- Emergency contact list must be available at the event location.
- A clear emergency plan must be shared with supervisors (fire evacuation, medical emergency, lockdown if applicable).
- Emergency equipment must be available as needed (first aid kit, AED if applicable, ice packs, stretcher plan).
- Staff must know how to call emergency services and communicate location details.

### **13. Communication and Parent Consent**

- Parents must receive event details in advance: date, timing, location, dress code, transport, requirements.
- Parent consent is mandatory for:
  - Off-campus events/trips
  - Events with higher-risk activities
  - Activities involving external providers or media exposure (as applicable)



- Consent records must be securely stored and available during the event.

#### **14. Contractors, Temporary Structures, and Special Activities**

- Temporary structures (stages, tents, seating stands) must be installed by competent people and inspected before use.
- Inflatables require anchoring, supervision, capacity control, and safe weather conditions.
- Cooking/food preparation must follow hygiene and safety controls.
- Animals (if any) require strict approval and risk controls including hygiene and allergies plan.
- No pyrotechnics or high-risk special effects are allowed unless officially approved with full authority compliance.

#### **15. Incident Reporting and Investigation**

- Any incident, injury, near miss, or property damage during events must be reported immediately.
- First aid and emergency actions must be recorded by the clinic/first aider.
- The OSH Department will investigate significant incidents and ensure corrective and preventive actions.
- Records must be maintained according to school OSH documentation requirements.



## 16. Post-Event Review and Continuous Improvement

After every medium/high-risk event, a post-event review must be completed, including:

- What went well and what needs improvement.
- Any incidents, near misses, complaints, or safety observations.
- Effectiveness of supervision, crowd control, and emergency readiness.
- Corrective actions with responsible person and deadline.
- Lessons learned to update future event planning.

## 17. Documentation and Record Keeping

The following documents must be maintained in the Event File:

- Event Request and Approval Form
- Event Risk Assessment (with hierarchy of controls)
- Staff supervision plan and duty roster
- Attendance lists (students/staff)
- Parent consent forms (when required)
- Vendor documents: licenses, insurance, method statement
- Venue inspection checklist (if off-campus or high-risk)
- Emergency plan and contact list
- Incident/near-miss reports (if any)
- Post-event evaluation report



## 18. Monitoring and Review

- The OSH Committee will review event safety performance periodically.
- This policy will be reviewed annually, or immediately after any major incident or regulatory update.
- Non-compliance with this policy may result in corrective action and event suspension/cancellation.

## 19. References

- **ADEK Health, Safety and Wellbeing requirements (latest versions)**
- **ADEK extracurricular activities and events requirements**
- **ADOSH 4.0 Risk Management requirements**
- **NCEMA emergency preparedness guidance**
- **UAE Fire and Life Safety Code (2018)**

Principal  
Sister Claudette Dababneh



OSH officer  
Marwah Aljammali