



مدرسة الآفاق الحديثة ذ.م.م.
NEW HORIZON SCHOOL W.L.L.

EVENT RISK MANAGEMENT POLICY



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School Event Risk Management Policy

Reviewed Date: October 2026

1. Purpose

The purpose of this policy is to establish a consistent framework for identifying, assessing, managing and reducing risks associated with school events, including Annual Day, Sports Day, Talent Hunt, Medical Awareness Drive, exhibitions, trips, celebrations, competitions and other activities organized or supervised by New Horizon School.

The policy is intended to protect students, staff, volunteers, parents, visitors, contractors and other participants while ensuring that events are planned and delivered in an orderly and safe manner.

2. Scope

This policy applies to all events organized, hosted, sponsored or supervised by New Horizon School, whether held on School premises or at an external venue.

It applies to faculty, staff, students, volunteers, parents/carers, visitors, contractors, security personnel and any other person involved in the event.

For events involving external venues or service providers, the School will ensure that relevant safety requirements, responsibilities and emergency arrangements are agreed before the event.

3. Policy Statement

New Horizon School is committed to providing a safe, secure and well-managed environment for all school events.

Risk management is a shared responsibility. Event organizers must identify foreseeable hazards, put reasonable control measures in place, communicate safety arrangements and respond promptly to incidents.

No event should proceed where significant risks have not been assessed or where essential safety arrangements have not been established.

The School will comply with applicable Bahrain laws, regulations, official requirements and relevant safety standards.



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4. Definitions

Risk Assessment – A systematic process of identifying hazards, considering who may be harmed, evaluating the likelihood and potential severity of harm, determining control measures and recording the resulting risk level.

Emergency Response Plan – A written plan describing how the School will respond to foreseeable emergencies, including fire, serious injury, medical emergency, missing child, security threat, severe weather or other major incidents.

Event Planning Committee – The persons appointed by the School to plan, coordinate and oversee an event, including its safety and risk-management arrangements.

Hazard – Anything that could cause injury, illness, loss, damage or other harm.

Risk – The likelihood that a hazard will cause harm, together with the potential severity of that harm.

Control Measure – A step taken to eliminate a hazard or reduce its likelihood or impact.

Incident – An event that causes or could have caused injury, illness, loss, damage, disruption or a safeguarding/security concern.

5. Responsibilities

Event Planning Committee: Plan the event, complete the risk assessment, coordinate safety arrangements, assign duties, verify venue suitability, communicate procedures and retain event records.

Event Lead/Coordinator: Has day-to-day responsibility for implementing the approved event plan and escalating significant concerns to School leadership.

Designated First Aid Personnel: Ensure appropriate first-aid arrangements, respond within their training, maintain required first-aid supplies and record first-aid incidents.

Security Personnel: Support access control, crowd management, visitor management, emergency response and protection of students and property.

All Staff and Volunteers: Follow event procedures, supervise students as assigned, report hazards/incidents immediately and cooperate during emergencies.



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School Leadership: Approve significant events, ensure adequate resources and staffing, and support escalation to emergency services or authorities when required.

Students: Follow reasonable safety instructions, remain in designated areas, report hazards or concerns and cooperate with staff during emergencies.

6. Risk Management Procedures

Every event must be planned using a documented risk-management process. The level of planning must be proportionate to the size, location, duration, activities and foreseeable risks of the event.

6.1 Pre-Event Risk Assessment

A documented risk assessment must be completed before the event and reviewed when there are significant changes to the venue, programme, attendance, weather, equipment, staffing or other circumstances.

The assessment should consider, as applicable: crowd size and movement; entrances and exits; fire safety; electrical equipment; stages and temporary structures; sports equipment; slips, trips and falls; heat and weather; food and allergies; medical needs; transport; student supervision; safeguarding; missing students; visitors; security threats; accessibility; external contractors; and emergency vehicle access.

Each identified risk should have appropriate control measures, a responsible person and a clear indication of whether the remaining risk is acceptable.

6.2 Emergency Response Plan

Each event must have an event-specific emergency response plan appropriate to the foreseeable risks.

The plan should identify evacuation routes, assembly points, first-aid arrangements, emergency contacts, communication methods, responsible staff and procedures for accounting for students and staff.

In an immediate emergency in Bahrain, call 999. Bahrain's official emergency service states that 999 covers fire, police and ambulance services and is free. Staff should provide the location, nature of the emergency, number of casualties and other relevant hazards, and remain on the call until instructed otherwise. citeturn0search0



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Where a child or vulnerable student is missing, at risk of harm or subject to a serious safeguarding concern, the School's Child Protection & Safeguarding Policy must also be followed.

6.3 Safety Protocols

First-aid supplies and appropriately trained personnel must be available.

Entry and exit points must be clearly identified and kept unobstructed.

Emergency exits, fire extinguishers and alarm systems must not be blocked or compromised.

Temporary equipment, stages, seating, electrical connections and other event infrastructure must be checked before use.

Activities involving physical exertion, water, heat, electricity, heights, animals, chemicals or specialist equipment require additional controls appropriate to the activity.

Reasonable arrangements must be made for students or visitors with disabilities or additional access needs.

Food and refreshments must be managed in a manner that reduces foreseeable risks, including allergy and food-safety concerns.

6.4 Security Measures

Visitor access should be controlled according to the nature and size of the event.

Where appropriate, visitors, contractors and event personnel should be identifiable through badges, registers or other suitable measures.

Unattended access to restricted areas should be prevented.

Student supervision arrangements must be clearly assigned and communicated.

The School will maintain an up-to-date list of emergency contacts and make it accessible to the Event Lead and relevant staff.

For major events, the School may engage additional security personnel or establish additional access-control measures.



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6.5 Communication Plan

Parents/carers, students, staff and other relevant stakeholders should receive appropriate information about event arrangements, timings, venue requirements, safety expectations and emergency procedures.

Staff must know who the Event Lead is, where first aid is located, the assembly point and how to raise an emergency.

An incident-reporting process must be available for accidents, injuries, hazards, security concerns and other incidents.

Only authorized School representatives should communicate externally on behalf of the School regarding significant incidents unless emergency services require direct information from a staff member.

7. Post-Event Evaluation

After each significant event, the Event Planning Committee should conduct a brief evaluation.

The evaluation should consider incidents, near misses, attendance, crowd movement, supervision, communication, emergency readiness, venue suitability and feedback from staff.

Lessons learned must be recorded and used to improve future events.

Where an incident or significant near miss occurred, corrective actions should be assigned to named persons with a target completion date.

8. Ongoing Training and Awareness

Staff and volunteers involved in events should receive appropriate briefing or training before undertaking event duties.

Training and awareness may include first aid, emergency procedures, evacuation, crowd management, safeguarding, supervision, incident reporting and venue-specific safety requirements.

Students should receive age-appropriate safety instructions relevant to the event.

Where appropriate, drills or brief exercises should be used to ensure staff understand emergency roles.



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9. Compliance

All staff, volunteers and event personnel are expected to comply with this policy and the event-specific safety instructions.

Failure to follow required safety procedures may result in appropriate management or disciplinary action.

Contractors and external service providers must comply with agreed School safety requirements while working at School events.

Where a legal or regulatory requirement is stricter than this policy, the stricter requirement will apply.

10. Policy Review

This policy will be reviewed at least annually and sooner where required because of changes in law, official guidance, School procedures, significant incidents, lessons learned or changes in the types of events conducted by the School.

The policy owner should document the review date, amendments made and approval of the revised version.

Appendix A – Bahrain Emergency Contacts

Service	Contact	Use
Emergency Call Centre	999	Police, Fire and Ambulance – immediate emergencies
Police Hotline	80008008	Police hotline / non-immediate police assistance
Family Protection	17430515	Family protection support
Traffic Accident	199	Traffic accident reporting
Electricity & Water Emergency	17515555	Electrical/water emergency

The Bahrain National Portal states that 999 is the free unified emergency number for fire, police and ambulance services. Emergency callers should provide the location, nature of the incident, casualties and other hazards and remain on the line until released by the control officer.

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Emergency contact information should be checked periodically against official Bahrain Government sources before major events.

Approved By: Mrs. Vishnu Vandana

Signature: _____ Date: _____