Al Ittihad Private School
Al Mamzar

Risk Assessment Form
AY 2024-2025

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I. Introduction

1.1 Purpose

This policy outlines the procedures and requirements for organizing educational visits to ensure safety, preparedness, and compliance with UAE and KHDA guidelines.

- To ensure proper planning and risk assessment before any school trip.
- To outline safety measures and emergency procedures for student trips.

1.2 Scope

This policy applies to all educational visits organized by the school, including local and international trips. It must be followed by trip organizers, school staff, and students.

1.3 Objectives

1.3.1 Sub-title Educational and Safety Goals

- Ensure that all trips have clear educational objectives.
- Maintain the highest level of student safety and risk management.
- Provide staff with a structured approach to trip planning and execution.

1.4 Alignment with UAE and KHDA Guidelines

This policy aligns with the regulations set forth by UAE educational authorities and KHDA guidelines to ensure compliance with safety and risk management standards.

II. Educational Visit Procedures

2.1 Trip Authorization and Planning

2.1.1 Trip Details

- Visit Destination: _____
- Trip Leader's Name: _____
- Trip Leader's Mobile Number:_____

- Contact emergency services and provide location details.
- Notify the school administration as soon as possible.
- Ensure all accompanying adults have copies of emergency contact numbers.
- Maintain a written record of the incident for reporting.

3.3 Ongoing Risk Assessment

- Record additional risks that arise during the trip and actions taken.

IV. Trip Evaluation

(To be completed after the trip)

- Did the trip meet its objectives?

  ☐ Yes ☐ No

- Were there any incidents or areas of concern?

  ☐ Yes ☐ No

  (If yes, describe below and suggest improvements for future trips.)

Disclaimer

Disclaimer

This policy was developed by Al Ittihad Private School - Al Mamzar. It is intended for use exclusively by school staff and students. Any external use, whether in whole or in part, requires management approval. Any exceptions to this policy must also be approved in advance by the school management.

Date reviewed: Feb 2025
Next Review Date: