

## Sample Risk Assessment Template for Private Schools

A Risk Assessment (RA) is an essential and ongoing process that helps schools identify potential hazards and implement control measures to maintain a safe environment. While many schools have risk assessment forms and procedures, RAK DOK has developed this **Sample Risk Assessment Template** to guide Taskforce members when planning school activities and trips. The use of this template is entirely **optional** and should be **adapted** to each school's unique circumstances.

This template focuses on the common hazards and control measures relevant to school activities or off-site trips where the group leader is responsible for both the activity and transporting and supervising students. Before finalising any activity, teachers and organisers must:

1. Evaluate **site-specific, travel-related, and activity-based** risks.
2. Consider **group-specific** factors (e.g., age, needs, and abilities).
3. Obtain **parental consent**, ensuring that parents or guardians are fully informed about the nature of the activity and any associated risks.

In cases of unforeseen events, the school must report any incidents to the relevant authorities and RAK DOK.

The following is an **example list** of activities and visits that typically require a thorough risk assessment. Schools may add to or modify this list based on the nature of their planned events:

- |   |   |
|---|---|
| 1. All off-site visits  | 12. Historic buildings, museums etc       |
| 2. Travel on off-site visits  | 13. Playgrounds and adventure playgrounds |
| 3. Residential visit accommodation  | 14. Zoo visits                            |
| 4. Use of tour operator or provider of activities   | 15. Generic Risk Assessment               |
| 5. Remote/indirectly supervised walks (Duke of Edinburgh Award expeditions and similar) * |   |
| 6. Outdoor problem-solving  |   |
| 7. Swimming, paddling, or wading during off-site visits.                                  |   |
| 8. Sports matches (including after-school away matches)                                   |   |
| 9. Local activities (including locality studies, approved volunteering initiatives, etc.) |   |
| 10. Amusement, leisure or theme parks, large public attractions, etc.                     |   |
| 11. Horse riding  |   |

*This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, teachers must also assess any specific risks associated with their visit, including travel, sites, activities, and any specific group needs.*

LOCATION OF VISIT:

DATE(S):

ASSESSMENT CARRIED OUT BY: NAME:

SIGNED (Line Manager):

DATE



### R15 GENERIC RISK ASSESSMENT

Hazard	Risk	Persons at Risk	Control Measures	Comments/ Actions	Risk Rating	TICK IF ALL IN PLACE

*This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, teachers must also assess any specific risks associated with their visit, including travel, sites, activities, and any specific group needs.*

LOCATION OF VISIT:

DATE(S):

ASSESSMENT CARRIED OUT BY: NAME:

SIGNED (Line Manager):

DATE

Revision History

Policy reference no:	RAKDOK-POL-2025-04
Document name:	Compliance inspection framework for academic year 2024 – 2025
Effective date:	01.07.2025
Version:	01
Issue date:	01.08.2025
Updated on:	-
Updated by:	-
Reviewed by:	Executive Director

Note:

The Ras Al Khaimah Department of Knowledge (RAK DOK), the "Authority, " issued and controlled this policy." It is understood that this policy is to be treated as confidential and should not be copied. Any disclosure, in whole or in part, for any purpose is considered not authorised unless prior written permission is obtained from the Authority.

*This generic risk assessment identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activity, teachers must also assess any specific risks associated with their visit, including travel, sites, activities, and any specific group needs.*

LOCATION OF VISIT:

DATE(S):

ASSESSMENT CARRIED OUT BY: NAME:

SIGNED (Line Manager):

DATE