HAPPY HOME ENGLISH SCHOOL, SHARJAH

RISK ASSESSMENT POLICY FOR EXTRACURRICULAR ACTIVITIES

2026-2027

Policy Information			
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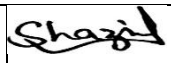
Author of the policy	**Shazia Waqar**	**Signature**	
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RISK ASSESSMENT POLICY FOR EXTRACURRICULAR ACTIVITIES

Risk Assessment Statement

At Happy Home English School, Sharjah, the safety, well-being, and protection of students are of the highest priority during all extracurricular activities and events. The school recognizes the importance of providing safe, secure, and well-planned learning experiences that support students' personal, social, emotional, and physical development.

The school is committed to ensuring that all extracurricular activities, educational visits, sports programmes, competitions, clubs, and school events are carefully planned and assessed for potential risks before implementation. Effective risk assessment procedures help minimize hazards, support safeguarding practices, and ensure that students participate in activities in a safe and responsible environment.

Happy Home English School believes that risk management is an essential part of educational planning and responsible school operations. All activities must follow appropriate health and safety standards, safeguarding procedures, and UAE regulations. Risk assessments are conducted systematically to identify hazards, evaluate potential risks, and implement suitable control measures before approval is granted.

The school works collaboratively with staff, students, parents, external providers, and relevant authorities to maintain high standards of health, safety, supervision, and emergency preparedness throughout all extracurricular activities.

The school is committed to:

✓ Providing a safe and supportive environment for all students.

✓ Identifying, assessing, and minimizing risks before activities are approved.

✓ Maintaining effective supervision, safeguarding, and emergency procedures.

✓ Ensuring compliance with SPEA regulations and UAE health and safety requirements.

✓ Promoting a culture of responsibility, awareness, and accountability.

No extracurricular activity or event shall take place without an approved risk assessment.

Purpose

This policy sets out the school's commitment to ensuring effective risk management during extracurricular activities and events.

The policy provides a structured framework for identifying hazards, assessing risks, implementing control measures, and maintaining safe learning environments for students, staff, and visitors involved in extracurricular programmes.

This policy also supports compliance with SPEA regulations, UAE health and safety laws, child protection requirements, and school safeguarding procedures.

Aims

✓ Ensure the health, safety, and well-being of students participating in extracurricular activities.

✓ Promote safe and responsible planning of all extracurricular programmes and events.

✓ Identify, assess, and minimize potential risks associated with activities.

✓ Ensure adequate supervision, safeguarding, and emergency preparedness.

✓ Promote staff accountability and awareness regarding health and safety responsibilities.

✓ Ensure all extracurricular activities comply with SPEA regulations and UAE laws.

✓ Support safe participation opportunities for all students, including students of determination.

✓ Maintain accurate records related to risk assessments, incidents, and emergency procedures.

Objectives

1. Ensure all extracurricular activities undergo appropriate risk assessment before approval.
2. Identify potential hazards associated with on-campus and off-campus activities.
3. Implement effective control measures to reduce risks.
4. Maintain high standards of student supervision and safeguarding.
5. Ensure emergency procedures are clearly communicated and accessible.
6. Promote awareness of health and safety responsibilities among staff and students.
7. Ensure compliance with school policies, SPEA regulations, and UAE laws.
8. Review and improve risk management procedures regularly.

Scope

This policy applies to:

✓ All extracurricular activities conducted on or off campus.

✓ Sports activities, competitions, clubs, educational visits, camps, and school events.

✓ Activities conducted during school hours, after school, weekends, or holidays.

✓ All students, staff, volunteers, external providers, and visitors involved in extracurricular activities.

✓ School-organized local and overseas trips.

Guiding Principles

Happy Home English School ensures that:

✓ Student safety and well-being remain a priority in all extracurricular activities.

✓ All activities are carefully planned and assessed before implementation.

✓ Risks are minimized through appropriate supervision and control measures.

✓ Activities comply with UAE culture, traditions, and Islamic values.

✓ Equal access and participation opportunities are provided for all students.

✓ Safeguarding and child protection procedures are followed at all times.

✓ Emergency preparedness and communication procedures are maintained.

✓ Continuous monitoring and review support ongoing improvement.

Roles and Responsibilities

School Leadership Team

The School Leadership Team is responsible for ensuring that risk assessment procedures are implemented effectively.

✓ Ensure implementation and monitoring of this policy.

✓ Review and approve extracurricular activities and associated risk assessments.

✓ Ensure compliance with health and safety regulations.

✓ Allocate appropriate resources for safe activity implementation.

✓ Monitor the effectiveness of risk management procedures.

Principal

The principal has overall responsibility for approving extracurricular activities and ensuring student safety.

✓ Approve all major extracurricular activities and events.

✓ Ensure activities align with school values and safety requirements.

✓ Support staff in maintaining safe learning environments.

✓ Ensure emergency and safeguarding procedures are followed.

ECA Coordinator / Trip Leader

The ECA Coordinator or Trip Leader oversees planning, organization, and risk assessment procedures.

✓ Conduct and submit detailed risk assessments before activities.

✓ Ensure all control measures are implemented effectively.

✓ Brief students and staff regarding safety procedures.

✓ Maintain attendance records and emergency contact details.

✓ Coordinate emergency procedures during activities.

✓The Trip Leader is empowered to conduct dynamic, real-time risk assessments throughout the trip and may **modify, postpone, suspend, or stop an activity** where sudden changes in weather, environmental conditions, venue circumstances, or other emerging risks may affect the safety or wellbeing of students and staff.

✓ Report incidents, accidents, or concerns to school leadership.

Teachers and Supervising Staff

Teachers and supervising staff are responsible for supporting safe participation during activities.

✓ Supervise students appropriately at all times.

✓ Follow approved risk assessments and safety guidelines.

✓ Promote responsible behaviour and participation.

✓ Report hazards, incidents, or near misses immediately.

✓ Support emergency and safeguarding procedures.

Students

Students are expected to act responsibly during extracurricular activities.

✓ Follow instructions and safety procedures.

✓ Respect school rules and expectations.

✓ Report unsafe situations or concerns to staff.

✓ Participate responsibly and respectfully.

Parents and Guardians

Parents and guardians support safe participation by:

✓ Providing written consent before participation.

✓ Sharing accurate medical and emergency information.

✓ Supporting the school's safety expectations and procedures.

✓ Informing the school of relevant health or behavioural concerns.

Risk Assessment Process

All extracurricular activities must undergo the following risk assessment procedures:

Step 1: Hazard Identification

Potential hazards may include:

✓ Transport-related risks.

✓ Venue and facility hazards.

✓ Environmental conditions such as weather or terrain.

✓ Activity-specific risks.

✓ Medical and health concerns.

✓ Behavioural or supervision risks.

✓Risk assessments must recognize **psychological and emotional wellbeing risks** as potential hazards. These may include excessive performance pressure, anxiety, fear, social exclusion, fatigue, or distress. Appropriate measures must be implemented to minimize such risks and ensure that activities remain supportive, inclusive, and age-appropriate.

Step 2: Risk Evaluation

Risks shall be assessed according to:

✓ Likelihood of occurrence.

✓ Severity of potential harm.

✓ Level of supervision required.

✓ The Trip Leader is empowered to conduct dynamic, real-time risk assessments throughout the trip and may **modify, postpone, suspend, or stop an activity** where sudden changes in weather, environmental conditions, venue circumstances, or other emerging risks may affect the safety or wellbeing of students and staff.

Step 3: Control Measures

Appropriate measures must be implemented to reduce risks, including:

✓Supervision ratios will **strictly align with SPEA and MOE-mandated minimum requirements** for the relevant age groups and for specific high-risk activities. Where circumstances present additional risks, the Trip Leader may increase the level of supervision beyond the minimum requirement.

✓ Qualified instructors, coaches, or external providers.

✓ First aid arrangements and trained personnel.

✓ Emergency procedures and communication systems.

✓ Appropriate equipment and protective gear.

✓ Clear student behaviour expectations.

Step 4: Approval

✓ Risk assessments must be reviewed and approved by school leadership before activities begin.

✓ Activities involving external providers or off-campus visits may require additional approvals.

Step 5: Monitoring and Review

✓ Activities shall be monitored continuously during implementation.

✓ post-activity reviews should record incidents, concerns, and recommendations for improvement.

Supervision and Staffing

✓ Appropriate supervision ratios must be maintained according to activity type and student age.

✓ At least one trained first aider must be present during activities.

✓ Female staff members should accompany female students where appropriate.

✓ Staff must follow safeguarding and child protection procedures.

✓ External providers must meet school safety and safeguarding requirements.

Health, Medical and Safeguarding Requirements

✓ Medical forms and emergency contact details must be collected and maintained.

✓ Medication and medical needs must be planned for appropriately.

✓ Students of determination shall receive reasonable accommodations and support.

✓ Safeguarding and child protection procedures must be followed at all times.

✓ Confidential student information must be handled securely.

Transport and Off-Site Activities

Off-Site Activities

✓ Approved and licensed transport providers must be used.

✓ Seat belts must be worn during transportation.

✓ Attendance must be recorded before departure, during activities, and upon return.

✓ A designated trip leader must supervise all off-site activities.

Overseas Trips

✓ Overseas trips require SPEA approval.

✓ Comprehensive travel and medical insurance must be arranged.

✓ Overseas visits must demonstrate educational value and safety compliance.

Emergency Procedures

✓ Emergency contact lists must be carried out during all activities.

✓ Clear procedures for accidents, illness, or emergencies must be established.

✓ Incidents must be reported immediately to school leadership and parents.

✓ Emergency evacuation and communication procedures must be communicated to staff and students.

✓ First aid equipment must be available where required.

Documentation and Record Keeping

The school will maintain records related to:

✓ Approved risk assessment forms.

✓ Parental consent forms.

✓ Attendance records.

✓ Incident and accident reports.

✓ Emergency procedures and communication plans.

✓ Activity approvals and supervision arrangements.

All records shall be maintained securely in accordance with school procedures.

Training and Awareness

✓ Staff involved in extracurricular activities must receive health and safety training.

✓ Safeguarding and child protection training shall be provided regularly.

✓ Students shall be briefed regarding safety rules and expectations before activities.

✓ Emergency procedures and reporting responsibilities shall be communicated clearly.

Compliance and Review

This policy complies with:

✓ SPEA regulations.

✓ UAE Child Protection Law.

✓ UAE Health and Safety Requirements.

✓ School safeguarding and health and safety policies.

Linked Policies

1. Extracurricular Activities Policy
2. Health and Safety Policy
3. Student Protection and Safeguarding Policy

4. Transportation Policy
5. Inclusion Policy
6. Behaviour and Code of Conduct Policy
7. Emergency and Evacuation Policy