

## RSIC 2025- RISK ASSESSMENT OF HOSTING THE CONFERENCE IN DUBAI

Place	Assessment Date	Prepared by	Reviewed by
Dubai- United Arab Emirates	November 2024	Host Schools GMA, TMS, IHS	

Hazard Identification	Risk Rating	Advance Action - Cautions	Action in the event of an incident
<b>Arrivals and departure</b>			
a. Delayed / late arrivals	Low	<ul style="list-style-type: none"> <li>- Monitor flight status regularly through the airline's app or website.</li> <li>- Inform the group leader in advance if delay is expected.</li> <li>- Ensure guests have clear communication about delays and alternative arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>- Notify the group in-charge at Dubai of any delay.</li> <li>- Provide revised flight details for alternate pickup arrangements.</li> <li>- Provide regular updates about the situation.</li> </ul>
b. Baggage lost	Low	<ul style="list-style-type: none"> <li>- Baggage claim receipt to be available</li> <li>- Have a backup list of the bags and important items in case of loss.</li> </ul>	<ul style="list-style-type: none"> <li>- Register the complaint with DNATA or the respective airline at DXB airport.</li> <li>- Share your local contact number and hotel details with the airline to return the baggage.</li> <li>- Ensure guests have access to emergency funds, if required.</li> </ul>
c. Loss of documents	Medium	<ul style="list-style-type: none"> <li>- Guests to keep copies of important documents (e.g., passport, visa, ID) separate from originals.</li> <li>- Ensure group leaders have a contact list with all traveler information.</li> </ul>	<ul style="list-style-type: none"> <li>- Report the loss immediately to local authorities or embassy.</li> <li>- Inform RSIC Dubai coordinators for local support.</li> </ul>

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<b>Missing or lost person:</b> Student delegate missing or teacher cannot locate a member of delegation	High	<ul style="list-style-type: none"> <li>- Appropriate supervision always with sufficient adult – student ratio.</li> <li>- Ensure all delegates are briefed on the itinerary and the importance of staying together during group activities.</li> <li>- Provide every delegate with a local contact number (group leader, hotel, transport service) and emergency contact details.</li> <li>- Make sure students/participants always carry identification (e.g., a card with hotel details, a local contact number, and any necessary medical info).</li> <li>- Assign a "buddy system" where students are paired with a fellow delegate for monitoring and support.</li> <li>- Ensure the teacher or group leader has a list of all participants' names, photos, and hotel or accommodation details.</li> </ul>	<ul style="list-style-type: none"> <li>- Immediately inform the group leader or person in charge about the missing individual.</li> <li>- Inform RSIC Dubai coordinators for local support.</li> <li>- If the student or delegate is not located within a reasonable time frame, report the missing person to local police immediately through RSIC Dubai organizers.</li> <li>- If the missing person is not located after a prolonged period, or if they are an international student, contact the respective embassies or consulates for additional support and resources.</li> </ul>

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Transportation	Low	<ul style="list-style-type: none"> <li>- Ensure all vehicles are approved by Road &amp; Transport Authority – Dubai.</li> <li>- Conduct a safety briefing for all passengers about the importance of seatbelts, staying seated during the journey, and following emergency protocols.</li> <li>- Ensure that the group leader has emergency contact numbers for local authorities and ambulance services.</li> <li>- Transport provider to have well equipped vehicle breakdown service team and standby vehicles for emergency deployment.</li> </ul>	<ul style="list-style-type: none"> <li>- Inform RSIC Dubai coordinators for medical and legal help if required.</li> <li>- Ensure the safety of all passengers first. If anyone is injured, immediately call <b>999</b> (Dubai Police) for emergency services.</li> <li>- Report the accident to the police and file an incident report.</li> <li>- Keep passengers in a safe area until help arrives, away from the road or other hazards.</li> </ul>
Security threats / theft in hotel or public areas	Medium	<p>Dubai is generally considered a safe city with low crime rates compared to many other major global cities. However, the following actions are recommended:</p> <ul style="list-style-type: none"> <li>- Conduct a security briefing for the group before departure.</li> <li>- Ensure that all travelers are covered by travel insurance.</li> <li>- Advise all group members (especially students, delegates) to secure their valuables (e.g., passports, money, electronics) in the hotel room safe or in a secure location.</li> </ul>	<ul style="list-style-type: none"> <li>- As soon as theft is suspected or discovered, immediately report the incident to hotel management and local authorities through your RSIC Dubai coordinator.</li> </ul>

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		<ul style="list-style-type: none"> <li>- Avoid leaving valuables unattended in hotel rooms or common areas.</li> <li>- Advise against opening the door to unknown individuals without verifying their identity.</li> <li>- Advise group members to remain aware of their surroundings, particularly in crowded areas.</li> <li>- Always use official transportation.</li> </ul>	
Accommodation- Fire at Location	Medium	<ul style="list-style-type: none"> <li>- Familiarize yourself with Hotel Safety Procedures.</li> <li>- Before arrival, ensure that all adults are briefed on the hotel's fire safety procedures, emergency exits, and evacuation routes. Students to be briefed during check-in.</li> <li>- Locate fire exits and emergency stairwells as soon as you check in, do not rely on elevators during an evacuation.</li> <li>- Identify the location of fire alarms, sprinklers, and fire exits during your first visit to the hotel.</li> <li>- Have the local emergency number on hand (Dubai Fire &amp; Rescue – <b>997</b>).</li> </ul>	<ul style="list-style-type: none"> <li>- If you notice signs of fire (smoke, heat, or flames), immediately activate the nearest fire alarm or alert the hotel staff.</li> <li>- If the alarm is already sounding, do not wait—evacuate immediately.</li> <li>- If any group members are mobility-impaired or have special needs, ensure they are assisted in evacuation. Identify these individuals in advance and assign a buddy for them in case of an emergency. Have a Personal Emergency Evacuation Plan in place.</li> </ul>

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			<ul style="list-style-type: none"> <li>- After evacuating, check yourself and others for injuries, especially burns, smoke inhalation, or panic-related stress.</li> <li>- If anyone is injured, ensure emergency medical services are called immediately.</li> <li>- Do not re-enter the hotel until the fire department has cleared the building and declared it safe.</li> <li>- If the hotel is unsafe or heavily damaged, contact the group leader to arrange alternative accommodation.</li> </ul>
<b>Accommodation:</b> Use of swimming pool	Medium	<ul style="list-style-type: none"> <li>- Ensure Supervision / presence of lifeguard</li> <li>- If any delegates or guests are non-swimmers or have limited swimming experience, ensure they stay in the shallow end or wear floatation devices.</li> <li>- Assign responsible adults or designated supervisors to monitor the pool area, especially when students or inexperienced swimmers are present.</li> </ul>	<ul style="list-style-type: none"> <li>- If a drowning or near-drowning incident occurs, immediately call for help and shout for assistance.</li> <li>- If the person is unresponsive, perform CPR, if trained. If the person is breathing, place him/her in a recovery position and monitor the condition until help arrives.</li> </ul>

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		<ul style="list-style-type: none"> <li>- Limit the number of people allowed in the pool at a time to ensure proper supervision.</li> <li>- Communicate pool rules clearly to all group members, especially regarding behavior, diving restrictions, and the use of flotation devices.</li> </ul>	<ul style="list-style-type: none"> <li>- Report the incident to hotel management and RSIC organizers for further action.</li> </ul>
Social media / Privacy / Data Protection	High	<ul style="list-style-type: none"> <li>- Familiarize yourself and your group with the UAE's regulations regarding social media use. The UAE has strict laws about defamation, cyberbullying, and posting content that is considered offensive to the government, religion, or social norms.</li> <li>- Be aware that in the UAE, both <b>online</b> and <b>offline</b> activities are monitored for security purposes, including your internet usage and social media activities. Public Wi-Fi networks and internet services are often monitored by the government.</li> <li>- Avoid accessing websites that could be blocked or restricted in the UAE, such as those related to adult content, gambling, or politically sensitive topics.</li> <li>- Avoid posting anything that could be perceived as disrespectful or offensive.</li> <li>- Be cautious about sharing private details of your group members, such as names, hotel information, or personal schedules.</li> </ul>	<ul style="list-style-type: none"> <li>- If you suspect your personal data has been compromised (e.g., phone hacking, identity theft), report the incident to local authorities through RSIC Dubai coordinators.</li> <li>- If a post violates local laws or is flagged for inappropriate content, remove the post immediately.</li> <li>- If you or a member of your group are contacted by authorities regarding social media activity, cooperate fully and comply with local laws.</li> </ul>

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		<ul style="list-style-type: none"> <li>- Ensure that all electronic devices (e.g., phones, laptops) are password-protected and have strong security measures.</li> </ul>	
Health	High	<ul style="list-style-type: none"> <li>- Leaders need to be aware of individual medical conditions / allergies and medications of all students participating in RSIC 2025.</li> <li>- Participants are reminded to carry any individual medication that is required by them, especially for those suffering from critical illness. These must be accompanied by prescriptions and need to be kept securely with adults.</li> <li>- Ensure that any group member with known allergies (e.g., to food, insect stings) has their medication (e.g., epinephrine autoinjectors for severe allergies, antihistamines) with them always.</li> </ul>	<ul style="list-style-type: none"> <li>- Inform RSIC Dubai Organizing team immediately for medical assistance as we have tie-ups with local hospitals and onsite medical team 24 x 7.</li> <li>- Contact local emergency services (<b>Dubai Ambulance – 998</b>).</li> </ul>
<b>Adverse weather conditions:</b> High temperature & humidity with potential dust storm	High	<ul style="list-style-type: none"> <li>- Stay indoors during peak heat hours.</li> <li>- Ensure everyone drinks plenty of water throughout the day to avoid dehydration. Encourage regular hydration, especially during outdoor activities.</li> <li>- Sun protection- Encourage the use of high-SPF sunscreen (SPF 30 or higher) and apply it</li> </ul>	<ul style="list-style-type: none"> <li>- Immediate medical response for those exhibiting heat-related symptoms.</li> <li>- Inform RSIC Dubai Organizing team immediately for medical assistance as we have tie-ups with local hospitals and onsite medical team 24 x 7.</li> </ul>

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		<p>generously and frequently, especially when outdoors.</p> <ul style="list-style-type: none"> <li>- Wear a cap and sunglasses when outdoors.</li> <li>- In case of dust storms wearing of masks and eye protection are advised.</li> </ul>	<ul style="list-style-type: none"> <li>- Contact local emergency services (Dubai Ambulance – 998).</li> </ul>
Inadequate Travel & Medical Insurance coverage	Medium	<p>Encourage all participants to have Comprehensive Travel Insurance that:</p> <ul style="list-style-type: none"> <li>- Covers medical expenses: Coverage for hospitalization, medical evacuation, emergency treatments, and medications.</li> <li>- Trip Cancellation and Interruptions: Reimbursement in case of flight cancellations, delays, or missed connections.</li> <li>- Lost or Stolen Belongings: Protection for lost luggage, personal belongings, or theft.</li> <li>- Emergency Assistance: 24/7 access to emergency hotlines for medical, travel, and legal assistance.</li> </ul>	<ul style="list-style-type: none"> <li>- Medical Emergency- Inform RSIC Dubai coordinators for local support.</li> <li>- Seek emergency medical help by calling <b>999</b> or visiting the nearest hospital.</li> <li>- Travel Related- Report on the incident to the relevant airline, hotel, or local authorities.</li> <li>- Contact local authorities or your embassy if you are detained or face legal issues.</li> </ul>
Safeguarding	Medium	<ul style="list-style-type: none"> <li>- Delegates will be shared with Child Safeguarding policy of the conference to follow the protocols.</li> </ul>	



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		<ul style="list-style-type: none"> <li>- Delegates will be informed of consequences of bullying / cyberbullying</li> <li>- Clear, confidential mechanisms for delegates to report any concerns about child safety.</li> <li>- Pre-event communication to all stakeholders about the available child safety measures, childcare options, and emergency contact procedures</li> <li>- Provide contact details for emergency support, child protection officers, and trusted adults.</li> <li>- Ensure enough staff are assigned to each group based on age and activity.</li> <li>- Provide a clear outline of support systems, including access to staff members or counselors for students to discuss concerns.</li> <li>- Ensure that staff are briefed on the cultural and religious backgrounds of delegates to prevent discrimination.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide immediate emotional support and take steps to address the situation. If necessary, escalate to the safeguarding lead.</li> <li>- Address any culturally insensitive behavior immediately and with respect. Provide cultural sensitivity training if required.</li> <li>-</li> </ul>

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		<ul style="list-style-type: none"> <li>- Ensure staff are trained on professional boundaries, and that physical contact is kept to a minimum unless necessary for safety or comfort.</li> <li>- Establish and communicate clear guidelines for staff and delegates on acceptable and unacceptable physical behavior.</li> <li>- Ensure delegates have access to mental health support, with designated staff or counselors available throughout the session.</li> <li>- Provide pre-event communication about the mental health and welfare support available, ensuring students feel comfortable accessing it.</li> </ul>	<ul style="list-style-type: none"> <li>- Immediately intervene if inappropriate contact occurs, separating the parties and addressing the behavior.</li> <li>- Follow reporting procedures to safeguard the student and ensure appropriate action is taken against the responsible party.</li> <li>- If a delegate reports mental health concerns or distress, provide immediate support and arrange further professional help if necessary.</li> <li>- Record and report any concerns about student welfare, and follow up to ensure appropriate support is in place.</li> </ul>