**Risk Assessments for BWPJC Cheder off site trips (“Trips”)**

**Planning for a safe trip** - **Risk Assessments.**

* A Risk Assessment should be undertaken in advance and adhered to during the Trip - using the template below.
* It will usually be conducted by the Trip Group Leader and overseen by the Head of BWPJC Cheder.
* If a substantial risk or threat to anyone’s health is present then the trip should not take place unless the risk/threat can be lifted.

**The main steps of a Trip risk assessment:**

1. **Identify the significant hazards** – you don’t need to consider absolutely everything that could go wrong, only the hazards over which you have some control. For example, food safety, slips and trips, getting lost and unsafe equipment.
2. **Specify who may be harmed by each hazard** – this may be the whole group of children and adults, only the children or only specific children. Pay particular attention to children with physical and/or learning disabilities who may be more at risk from harm.
3. **Evaluate the likelihood of the risks and decide on suitable** **precautions** – use the risk assessment to rate each hazard by how likely it is to occur, from remote through to very likely. This will help you to determine how you will act to minimise the risks.
4. **Record your findings** – it’s important that you keep a copy of your completed risk assessment form. This helps you to comply with health and safety law and acts as evidence of your diligence should anything go wrong.
5. **Review the assessment and update it if anything has changed**

**Note:**

* All teachers and volunteers on the Trip should be supplied with a copy of the risk assessment.
* Risks are to be consistently monitored throughout the Trip and attended to when required.

**Further details to consider are:**

* The type of visit or activity and the physical demands it will put on the pupil.
* Where you are going, the route of how to get there and the modes of transport to be used.
* The abilities and qualifications of teachers/volunteers.
* Supervisor to pupil ratio. Best practice guidance suggests at least two adults be present when working with or supervising children. The NSPCC currently goes on to recommend as the minimum numbers to help keep children safe as:

**4 - 8 years -** one adult to six children

**9 - 12 years -** one adult to eight children

**13 - 18 years -** one adult to ten children

* Age range of pupils, their physical limitations (if any), temperament and general suitability to the task at hand.
* Any special needs or medical requirements.
* The suitability and quality of any equipment to be used.
* Seasonal variations.
* What to do in an emergency.

In addition, all Trips should ensure that a designated First Aider/first aid equipment is easily accessible in the case of an emergency.