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RISK ASSESSMENT - ACTIVITIES AND EXCURSIONS

This “Risk assessment - Activities and excursions” is the generic risk assessment document for any activities and excursions on a school trip. Please refer to our other risk assessment documents for other more specific parts of our school trips. No rights can be derived from this document.

Hazards / Activities	Risk + risk level	Control measures ¹	Notes
Excursions (general)		<ul style="list-style-type: none"> ✓ Group leaders should inform students at the start of each activity of any important details and risks they should be aware of and what to look out for during each activity or excursion. (e.g. driving on the other side of the road, sunburns, petty crime) ✓ A meeting point and time should be agreed upon by the group leaders and the students at the start of each activity if applicable and required. The chaperone will advise the group leaders when it comes to establishing these and to inform about general rules of what to do in case students get lost. It will be the group leaders' responsibility to make sure the students have everything clear and understand everything. ✓ Although the chaperone will do regular head counts, or check with the group's leader that they have conducted a head count at different moments and especially when getting on and off a bus, when separating and when reforming groups, it will be the group leaders' responsibility to make sure all students are always there and decide what to do in case students are missing. ✓ The chaperone will check with the group's leader any arrangements made with students regarding visits to the toilet, free time and minimum group size when students go off into smaller groups but it is the group leaders who must ensure students understand these rules and stick to them accordingly. ✓ The chaperone briefs the group leaders regarding routes and areas where they should pay special attention to specific circumstances. ✓ Excursions and routes are planned to avoid fast or dangerous sections of the road and to make sure to use wide pavements and safe crossing points as much as possible. ✓ The chaperone informs the group leader and the students of high risk areas, if applicable, to be vigilant of their belongings. ✓ All specific risk assessments per excursion have the addresses for the most commonly visited sites included in the notes column. Group leaders can take note of these addresses or take the risk assessments with them to be able to put the details into their mobile phones / navigation app if they wish to do so. 	<p>Unless otherwise informed or agreed, Spark staff members, including the group's chaperone, work of the following premises:</p> <ul style="list-style-type: none"> * The trip leader should ensure to inform students about general rules of what to do when they get lost. * The group leaders should do regular head counts, establish supervision rules, divide groups with a supervisor and establish buddy rules for students to look after each other if so needed. * The chaperone's principal responsibility is being a tour guide and facilitating the tour. Their principal role is NOT behaviour control.

¹ **Group leaders** = any staff members or volunteers from the visiting school (teacher, assistant, head, governor etc) who come on the trip with the students and have assumed responsibility for the wellbeing and safety of the students. **Trip leader** = staff member from the visiting school who is the overall responsible for the trip.

<p>Start of any excursion</p>		<ul style="list-style-type: none"> ✓ Group leaders to ensure students do all of the following in the 30 minutes before the start of the excursions: <ul style="list-style-type: none"> ○ Use the bathroom ○ Apply sun cream (if applicable) ○ Fill up their bottle of water ○ Put on a cap if deemed necessary and if they have one ○ Collect packed meals and put it in their backpack if applicable ○ Check they have the trip leader's contact details or Spark's chaperone's contact details in their backpacks ○ For all excursions students should wear trainers / comfortable shoes, they should NOT be wearing flip flops. ○ If going to the beach, students should bring their bathing suits and a beach towel. ✓ Students should wait in the designated waiting area as indicated by Spark staff, which is normally on the roof terrace of Spark or the kitchen, to allow for enough space and headcounts. The downstairs areas including reception should generally NOT be used to gather unless otherwise indicated. ✓ Group leaders to do a headcount / role call to ensure all students are present. ✓ Group leaders to warn students about potential dangers and the code of conduct for each day, which might include the following: <ul style="list-style-type: none"> ○ crossing streets and driving on the right hand side ○ regularly applying of sun cream, drinking of water ○ using bathrooms whenever possible and making sure to ask a group leader to go to the bathroom during the excursion. ○ meeting points and free time rules including minimum group size if allowed free time. ○ being vigilant of belongings on the excursion ○ no shouting or using offensive language or hand gestures to each other or to strangers ○ always following the group leaders' and chaperone's instructions. 	
<p>Walking to and from activities or sites</p>	<p>Sun stroke, dehydration LOW - HIGH depending on circumstances</p> <p>Accidents and injuries LOW - MEDIUM depending on circumstances</p> <p>separation from group -</p>	<ul style="list-style-type: none"> ✓ Before leaving anywhere to go to another location or site, group leaders should do a head count to make sure no students are left behind ✓ Leaving any location - be that Spark or any other site - should only happen after indicated to do so by group leaders. ✓ Group leaders to check nothing is left behind that shouldn't be. ✓ Students should walk in the following organisation if deemed applicable, depending on students' ages and maturity levels: <ul style="list-style-type: none"> ○ walk along in pairs ○ walk in travel groups per group leader ○ walk in any other formation the group leaders deem most appropriate ✓ Group leaders should be at the front, back and in the middle of the group to facilitate supervision. ✓ The Spark chaperone to lead the group via safe crossings (with traffic lights where possible) ✓ Using shaded areas as much as possible. 	

	MEDIUM	<ul style="list-style-type: none"> ✓ Group leaders to do a head count / role call when arriving to the next location. 	
Temperature and weather conditions	<p>Sun stroke, dehydration</p> <p>LOW - HIGH depending on circumstances</p>	<ul style="list-style-type: none"> ✓ All students and group leaders are encouraged to bring a water bottle that can be refilled. ✓ In case of activities out in the sun or hot weather for prolonged periods of time or that include transport by private coach during a warm day, the group leaders should bring extra water to provide students with more water if needed. Big 1,5 - 5 litre bottles can be purchased in the supermarket across from Spark. ✓ The itinerary is planned so as to avoid long periods of time being out in the sun and with sufficient time for breaks and meals and to reapply sunscreen. ✓ Whenever possible the chaperone leads the group to walk in the shade in case of high temperatures. ✓ Contingency plans are made in case of extreme rain or other adverse weather conditions and the chaperone and Spark staff will consider changes in weather conditions before running an excursion or event if it is deemed they might affect the safety or wellbeing of the students during the event. ✓ A suggested packing list will be sent out to the group leader to recommend what to bring to protect students against certain weather conditions (cap, sun cream etc.). ✓ During and after any activities in the sun and during warm weather, group leaders should do regular checks of all students to check: <ul style="list-style-type: none"> o sunscreen is applied regularly and sufficiently o signs of dehydration o sunburns 	
Transport and traffic	<p>Accidents with vehicles, overheating and dehydration in case of a bus breaking down, losing students when getting on and off busses,</p> <p>LOW</p>	<ul style="list-style-type: none"> ✓ The chaperone will ensure to use traffic lights and zebra crossings whenever possible. ✓ The chaperone together with the bus driver aim to find the safest place to park when getting to a destination where there is enough space for the students to all get off safely. ✓ When getting of a bus on a big parking area, the group leaders - after consulting with the chaperone - should clearly indicate where the students should go once they get off the bus and remind them of other vehicles driving around. ✓ Group leaders are recommended to do a headcount as soon as all students get on or off the bus. ✓ The coaches do NOT have a toilet. Group leaders should always discuss with the chaperone the expected duration of the journey ahead and whether there will be a stop. If they deem it is needed to have an extra stop or break, due to the age or dynamics of the students, group leaders must ensure to inform the chaperone so they can liaise with the bus driver. ✓ In case of a needed bathroom break, only those students needing to use the bathroom should get off the bus, and they are accompanied by at least one staff member, whilst the other students stay on the bus, unless the trip leader decides otherwise. ✓ All students and staff should always fill up their water bottles before any excursion by bus so that in case of a coach breaking down, the students and staff have access to water to avoid dehydration. In the case of the air conditioning no longer working when a bus breaks down and whilst waiting for a new coach or mechanic, the trip leader will need to take an educated decision in terms of whether to leave the students on the coach, with the risk of overheating, or leading the students off the bus to a safe area that is 	

		away from the traffic and is safe, shaded and covered. This is principally applicable during hot days, at all other times, the students should stay on the bus unless otherwise instructed by the coach driver.	
Safety, welfare, water activities	Accidents and injuries, drowning LOW	<ul style="list-style-type: none"> ✓ All activities and transport organised by third parties must submit their risk assessment, insurance details and staff qualifications to Spark if applicable. ✓ Risk assessments of third parties are available to schools if they wish to see them (please note these are generally in Spanish). ✓ For any students who are NOT confident or competent swimmers, it is the trip leader's responsibility to indicate so and to consult ahead of time whether certain activities such as beach time or kayaking should be adapted for those students. ✓ All school's must complete Spark's health and safety inscription form that contains questions regarding specific health and safety issues we might need to know about. This form must be completed at least 3 months ahead of time to allow for enough time to discuss concerns, implement changes and ensure all relevant details and logistics are set up correctly. ✓ Spark has a separate risk assessment available for our most popular trips and activities. Please consult these to check for specific risks and recommendations. 	
Remote supervision	Accidents, separation from group, inappropriate approach or attack from others, obtaining illegal substances MEDIUM	<ul style="list-style-type: none"> ✓ The group's chaperone can recommend safe and easily recognizable meeting points if students are allowed some time off on their own (for example during shopping time). ✓ It is the group leaders' responsibility to ensure all students know where the meeting point is and when they need to be back. ✓ The chaperone can inform leaders about safe areas for students to enjoy their time with less supervision (a safe shopping street with easily located or centralised areas for the leaders to supervise from a distance). ✓ All students should be reminded to check they still have the emergency contact details of their trip leader or the Spark chaperone in case of need before being allowed to go off during remote supervision times. ✓ For students for whom remote supervision is not considered suitable, a plan can be made together with the chaperone to ensure they are more directly supervised. ✓ We recommend students must form and stay in groups of AT LEAST three students at all times during remote supervision. At no point should they break up into smaller groups. Where possible at least one of the students per group should have a working / charged mobile phone, which number should be communicated to and confirmed with the trip leader. ✓ Group leaders should remind students what they can and can't purchase during shopping time (substances, knives..) ✓ It is the group leaders' responsibility to ensure students understand the above rules (or a version thereof if they deem different rules more suitable). ✓ It is the group leaders' responsibility if any students don't turn up on time and any disruptions or implications this might have on the rest of the programme for that day. 	<p>* The group leaders should assess all students to decide whether they are sensible, mature and competent enough to participate in an activity with less supervision.</p> <p>* The group leaders should instruct the students regarding acceptable behaviour, meeting points and times and what to do if they are separated from the group or approached by a stranger or offered anything on the streets.</p>
Return to Accommodation		<ul style="list-style-type: none"> ✓ Upon arrival to accommodation students to drink some more water, shower and check for sun burns. ✓ Group leaders to check in with students and ensure nobody got burned or dehydrated. 	

