

LAST REVISION OF DOCUMENT: SEPTEMBER 2024, EL PUERTO DE SANTA MARÍA

RISK ASSESSMENT - CÁDIZ EXCURSION

This “Risk assessment - Cádiz excursion” is the risk assessment document for the Cádiz excursion. It is based on the tour we typically organise, but please note that since we customise each programme, your itinerary might have fewer or more activities included. You can check your school’s specific itinerary for more details. 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.

Stage /activity	Risk + risk level	Recommended procedure and existing control measures ¹	Notes
Ferry to Cádiz	Sun stroke, dehydration - MEDIUM Accidents and injuries - LOW Separation from group - MEDIUM	<ul style="list-style-type: none"> ✓ Before leaving the accommodation, as the excursion to Cádiz involves taking the ferry across the bay of Cádiz – group leader should ensure: <ul style="list-style-type: none"> o that they are aware of any students who might get sea sick and deal with this accordingly (medication, ensure they sit and remain calm whilst on ferry). o students know the code of conduct on the ferry (not leaning over, not running around, not throwing anything in the water...) ✓ The ferry to Cádiz is a public service and will run on a set schedule. If a (part of) the group fails to show up on time, the ferry will not wait. ✓ If the authorities deem the weather (wind, currents) too dangerous, the ferry won't operate and the Consorcio de Transportes will provide a bus instead. ✓ Students should wait in the area indicated by the chaperone and trip leaders whilst the chaperone collects the tickets. ✓ Students can use the bathrooms at the terminal in El Puerto or at the terminal in Cádiz, depending on time. ✓ Students should (re)apply sunscreen. ✓ Students to get on the ferry in travel groups or in pairs with group leaders doing a head count as soon as they get on the ferry. ✓ Group leaders (in consultation with the Spark chaperone) to indicate clearly to students where to sit and what is out of bounds. Group leaders to supervise students continuously to ensure they stick to the code of conduct. ✓ Group leaders to do a headcount / role call when leaving the ferry. 	Terminal Marítima Metropolitana Avenida de la Bajamar 11500 El Puerto de Santa María +34 902 45 05 50 walking time from Spark (Google Maps): 18 mins.
Archeological museum Museo Arquelógic	Sun stroke, dehydration - LOW Accidents and injuries - LOW	<ul style="list-style-type: none"> ✓ If this coincides with time for packed lunch, students should sit on the steps in front of the cathedral, in the shade if possible, or on the square in front of the town hall, wherever the chaperone indicates they should sit. ✓ Students should (re)apply sun cream. ✓ The Archeological museum does tours in turns if a group (incl teachers and the chaperone) is over 25. The tour is apx 30 minutes and the other students can either be given some free time to go shopping, or have their packed lunch. Trip leaders should ensure that if free time is 	Museo Arqueológico / Cádiz Museum Plaza de Mina s/n 11004 Cádiz +34 856 10 50 23 walking time from ferry

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.

o	separation from group - MEDIUM	<ul style="list-style-type: none"> ✓ given, the students need to be back on time to not miss out on their time slot for the museum. ✓ Group leaders to do a headcount / role call before leaving and in between tours if they deem this necessary. 	terminal (Google Maps): 8 mins.
Torre Tavira	<p>Sun stroke, dehydration - LOW</p> <p>Accidents and injuries - LOW</p> <p>Separation from group - LOW</p>	<ul style="list-style-type: none"> ✓ The visit to the Torre Tavira consists of 3 parts: <ul style="list-style-type: none"> o Non-guided visit / walk around the first floors where wall panels explain the history and function of the watchtowers in Cádiz. o A guided explanation / demonstration of the cámara obscura. o A non-guided visit to the roof terrace of the tower. ✓ The guided part might have a limit with regards to group size which will be confirmed by the chaperone. ✓ Trip leaders should instruct their students whether they are free to wander around by themselves or should go in smaller groups / travel groups. ✓ Trip leaders to ensure students are aware of the code of conduct on the roof (no leaning, climbing or throwing things). ✓ There are a lot of stairs in the Torre Tavira, and special care should be taken when going up and down the steps and students should at all times be considerate of others. ✓ Note: there is no lift available. 	<p>Torre Tavira</p> <p>Calle Marqués del Real Tesoro 10, 11001 Cádiz +34 956 21 29 10</p> <p>walking time from Museo (Google Maps): 8 mins.</p> <p>walking time from cathedral(Google Maps): 7 mins.</p>
Shopping	<p>Sun stroke, dehydration - LOW</p> <p>Accidents and injuries - LOW</p> <p>Separation from group - MEDIUM</p>	<ul style="list-style-type: none"> ✓ Group leaders to explain to students the general rules for shopping time, including: <ul style="list-style-type: none"> o Where they are allowed to go / the boundaries of free time. o Minimum group size (Spark recommends AT LEAST 3 + at least 1 person with a mobile phone). o Meeting point and what time they must be back. o Where to find group leaders if anybody wants to come back earlier. o What to do if they get lost (e.g. call trip leader or Spark chaperone). o In case they lose their mobile phone, all students should also have the mobile numbers written down somewhere. o Group leaders should – in consultation with the Spark chaperone - establish a clear meeting point where anybody can find them and where they have a clear view of the shopping area. ✓ Group leaders to do a head count / role call before leaving the shopping area. 	Shopping streets from Torre Tavira: apx 2 mins.
Walk to Parque Genovés or playa la Caleta		<ul style="list-style-type: none"> ✓ Group leaders to explain to students clearly where they are allowed to go and whether there is any free time in the park / at the beach or whether they should all stay together. ✓ Group leaders to establish a meeting point as well as a meeting time if free time is allowed. ✓ Group leader to do a head count before leaving the park. 	<p>Playa la Caleta</p> <p>walking time from Torre Tavira (Google Maps): 12 mins.</p> <p>Parque Genovés</p> <p>Av Dr Gómez Ulla s/n 11003 Cádiz</p> <p>walking time from Torre Tavira (Google Maps): 11 mins.</p>

Ferry back to El Puerto		✓ As above (Ferry to Cádiz)	Estación Marítima Avenida de la Bajamar 11004 Cádiz +34 902 45 05 50 walking times (Google Maps): * Torre Tavira : 11 mins. * Parque Genovés: 18 mins. * Playa la Caleta: 25 mins.
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