

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

RISK ASSESSMENT - RESIDENTIAL STAYS

This “Risk assessment - Residential stays” is the risk assessment specifically for stays in our Spark residence. 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
Emergencies (general)		<ul style="list-style-type: none"> ✓ Schools are encouraged to share concerns and requirements regarding safety standards and supervision before the start of the programme via email. ✓ The group's chaperone sleeps in the Spark facilities to help out with supervision and in case of an emergency they would also be able to provide support and communicate with emergency services if applicable. ✓ Students are given a tour of the facilities upon arrival and are shown the bedrooms of the group leaders as well as the room of the chaperone, so they know where to find them in case of need. ✓ Students and group leaders are introduced to any other Spark staff members living in the residence at the time of the group's visit, so they know who they are and how to recognize them. ✓ Please note that the group leaders are responsible for the students' conduct during their time in the residence and for following up with any issues. If any Spark staff deem there is a dangerous situation, they will inform the group leaders in order to resolve the situation together in a timely manner. 	
Fire	Fire injuries, smoke inhalation	<ul style="list-style-type: none"> ✓ No smoking is allowed in the building or on the roof. ✓ Smoke and fire detectors are installed in the rooms and communal areas. ✓ A smoke and fire alarm with a loud siren is installed in the building. ✓ Fire extinguishers are available in the building and are clearly signposted. ✓ Regular checks of fire detectors, the fire alarm and fire extinguishers are carried out by an external company. ✓ Emergency evacuation routes are signposted in all the rooms and in communal areas. ✓ Emergency exit routes are clearly indicated in rooms and communal areas. ✓ Emergency lights operate in case of a power cut. ✓ Regular fire drills are carried out with all Spark staff and at specific times during the year when students are in the building. ✓ Upon arrival, the students and the group leaders are shown the emergency procedures, fire extinguishers, fire evacuation route and gathering point in case of an evacuation. ✓ Spark staff are aware of the procedures, evacuation routes and meeting points in case of a fire. 	
Child safety and protection	Child abuse, welfare and attack	<ul style="list-style-type: none"> ✓ All schools will have the residence in exclusivity unless otherwise requested (e.g. they wish to come with a partner school). ✓ All Spark staff have a criminal reference check carried out. In addition to this, at least two referees have confirmed that they have no reason to believe the staff member shouldn't work with children, and the member of staff has had no referee stating they believe they shouldn't work with children. 	

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.

		<ul style="list-style-type: none"> ✓ Spark provides the trip leader with a lodging list so the group leaders can allocate students to rooms in a way they deem best, taking social dynamics into consideration. ✓ If needed, Spark can provide a student with an individual room, for example in the case of a transgender student. Please note however this depends on the group size and should be checked beforehand. ✓ Unless otherwise requested, students will not have a key to their rooms (doors do not lock) but group leaders will be given a key to all of the rooms. ✓ All Spark bedrooms except 3 rooms, have their own bathrooms so there is no mixing of genders. For the 3 bedrooms that share a toilet and 2 showers, Spark will indicate clearly on the lodging list which bedrooms these are so the group leaders can assign students of the same gender to these rooms. ✓ Students and teachers do not share bathrooms. 	
Domestic hazards	Slips, falls, cuts, burns etc.	<ul style="list-style-type: none"> ✓ Students will be warned not to use certain facilities when unsupervised, such as the kitchen and on the roof terrace. ✓ Spark staff are always encouraged to report on any damaged or faulty items. ✓ Spark aims to remove, replace or repair a faulty item as soon as possible. ✓ Sharp knives in the Spark kitchen are locked away and are only accessible by Spark staff. ✓ Bunk beds are checked before the arrival of each new group. ✓ Monthly checks are done to ensure that the temperature of the hot water control system is set to not exceed the maximum allowed. ✓ All staircases have hand railings. ✓ There are anti-slip strips on all staircases inside the residence. 	
Hygiene	Illness, infections	<ul style="list-style-type: none"> ✓ Students should be reminded by the group leaders to wash their hands at regular intervals and especially before meal times. ✓ External suppliers of meals are regularly checked on their compliance with hygiene standards. ✓ The tap water is safe to drink, but Spark also has a water fountain with filtered and cooled water that is accessible 24/7 in the kitchen and on the ground floor, as well as a water dispenser on the roof. ✓ Students are all supervised when washing hands before the paella cooking lesson. 	
General health	Lack of sleep and personal hygiene.	<ul style="list-style-type: none"> ✓ The programme and itinerary will allow for sufficient time for the students to eat, sleep and shower. ✓ All itineraries will state a recommended bedtime (usually 22:30 for secondary schools, 21:30 for primary groups) to allow for enough time to rest for students, group leaders and Spark staff. ✓ There is a general quiet time in the residence between 23:00 and 7:30 during which all should be in their own rooms and noise should be kept to an absolute minimum to allow for all to rest up (this includes the Spark neighbours). 	