

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

RISK ASSESSMENT - SEVILLA EXCURSION

This “Risk assessment - Sevilla excursion” is the risk assessment document for the Sevilla 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
Visit the Plaza de España	Sun stroke, dehydration - MEDIUM Accidents and injuries - LOW Separation from group - LOW	<ul style="list-style-type: none"> ✓ ✓ Upon arriving at the Plaza de España we recommend you set a meeting point - as each province of Spain has its own little alcove, one of these generally work well. ✓ If students are allowed to wander on their own, we recommend they stay in groups of at least 3 students with a minimum of one charged mobile phone. ✓ Ensure all keep their belongings on them, the occasional bag snatching can happen here. ✓ All should (re)apply sunscreen, the plaza is a big open square and sun burns can happen easily. ✓ All should also drink enough water, especially in summer, the plaza can get very hot. ✓ Depending on the itinerary, timings and time of year, the plaza can be a great place to have packed lunch. ✓ Group leaders to do a head count / role call before leaving. 	Plaza de España Avenida Isabel la Católica 41004 Sevilla
Visit the Parque María Luisa	Sun stroke, dehydration - LOW Accidents and injuries - LOW Separation from group - LOW	<ul style="list-style-type: none"> ✓ In summer and on very sunny / hot days, the park is often a better option to have packed lunch than the Plaza de España. ✓ The park has a nice atmosphere to wander around, students can go in smaller groups, but for younger students we recommend staying all together as the park has several exits. ✓ Group leaders to do a head count / role call before leaving. 	walking time from Plaza de España (Google Maps): 2 mins. walking time from market (Google Maps): 8 mins.

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>Visit the cathedral and Giralda</p>	<p>Sun stroke, dehydration - LOW</p> <p>Accidents and injuries - LOW</p> <p>Separation from group - LOW</p>	<ul style="list-style-type: none"> ✓ Walk to the cathedral, this is through a busier and more touristy part of Sevilla, students should be reminded of the walking instruction in the general excursions risk assessment, and special care should be taken with regards to crossing, keeping an eye on belongings and traffic in general. ✓ There is no guided tour in the cathedral, group leaders should ensure that before going into the cathedral they establish general rules about code of conduct in a place of worship, walking around in smaller groups or all together and the meeting point. ✓ We recommend you go up the Giralda (tower) either as a whole group or in travel groups, and not let the students go on their own from a supervision point of view. ✓ There is no lift in the Giralda tower. ✓ When going up the Giralda tower, group leaders should ensure students are mindful not to run and remember that people will be going up as well as down along the same path. ✓ Students to use the bathrooms. ✓ Group leaders to do a head count / role call before leaving. 	<p>Catedral de Sevilla</p> <p>Avenida de la Constitución s/n</p> <p>Casco Antiguo</p> <p>41004 Sevilla</p> <p>+34 902 09 96 92</p> <p>walking time from Plaza de España (Google Maps): 18 mins.</p>
<p>Visit the Alcázar</p>	<p>Sun stroke, dehydration - LOW</p> <p>Accidents and injuries - LOW</p> <p>Separation from group - MEDIUM</p>	<ul style="list-style-type: none"> ✓ There is no guided tour in the Alcázar (these can only be booked on the day itself) and our chaperone is not allowed to give any explanations in the Alcázar. Group leaders should ensure all students know whether they can or can't walk around the Alcázar in smaller groups. We recommend to go round each area as a whole group and within each area students could be given the option to explore a little in smaller groups (we recommend in groups of AT LEAST 3). ✓ We recommend you agree on a meeting point and time in case any students get lost (the fountain outside is a good option, but check with your chaperone). ✓ All should keep an eye on their belongings, there has been the occasional bag snatching in (the gardens of) the Alcázar. ✓ Before going into the gardens, group leaders should do a head count again. ✓ This could again be a good time to reapply sunscreen. ✓ The gardens are very big and again group leaders should establish clear rules with the students about whether or not they can go in smaller groups or should stay all together. ✓ Ensure all know what to do in case they get separated from the group (meeting point and time, mobile phone and number of the trip leader / chaperone in case they lose their mobile phone). ✓ Students to use the bathrooms. ✓ Group leaders to do a head count / role call before leaving. 	<p>Real Alcázar de Sevilla</p> <p>Casco Antiguo</p> <p>41004 Sevilla</p> <p>+34 954 50 23 24</p> <p>walking time from cathedral(Google Maps): 1 min.</p>
<p>Shopping time and time in the barrio de Santa Cruz</p>	<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. 	<p>Shopping streets and barrio Santa Cruz from the Alcázar 1-5 mins.</p>

	✓ Group leaders to do a head count / role call before leaving the shopping area.	
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