

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

RISK ASSESSMENT - EL PUERTO EXCURSION

This “Risk assessment - El Puerto excursion” is the risk assessment document for the El Puerto 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 or they might be in a different order or on more than one day. 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 to market (Mercado de Abastos / de la Concepción)	Sun stroke, dehydration - LOW Accidents and injuries - LOW Separation from group - MEDIUM	<ul style="list-style-type: none"> ✓ Students go round the market in groups (each school should determine their own minimum group size). ✓ Group leaders establish a concrete meeting point - check with chaperone - and meeting time for when everybody has to be back if students go without a group leader, Spark recommends this to be the entrance point to the market on the side of the church (Calle Doctor M. Seca) ✓ Group leaders should either station themselves at each of the 3 entrances / exits of the market or go around the market to keep an eye on the students. ✓ Group leaders to do a head count / role call before leaving the market area. 	<p>Mercado de Abastos de la Concepción calle Ganado 31, 11500 El Puerto de Santa María</p> <p>walking time from Spark (Google Maps): 17 mins.</p>
Tour of Castle Castillo San Marcos	Sun stroke, dehydration - LOW Accidents and injuries - LOW Separation from group - LOW	<ul style="list-style-type: none"> ✓ If this coincides with time for packed lunch, students should sit on the square or under the trees around the entrance of the castle, in the shade where possible. ✓ Students should (re-)apply sun cream. ✓ During the tour of the castle, group leaders are to ensure students stay together and make sure they are careful when going up and down the stairs in the castle. ✓ Students to use bathroom ✓ Group leaders to do a head count / role call before leaving. 	<p>Castillo de San Marcos Plaza Alfonso X el sabio 3 11500 El Puerto de Santa María</p> <p>walking time from Spark (Google Maps): 18 mins. walking time from market (Google Maps): 8 mins.</p>

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>Beach</p>	<p>Sun stroke, dehydration - HIGH</p> <p>Accidents and injuries - LOW</p> <p>Separation from group - MEDIUM</p>	<ul style="list-style-type: none"> ✓ Before going to the beach students must ensure: <ul style="list-style-type: none"> ○ they (re-)apply sunscreen ○ bring swimming costumes, a towel and flip flops ○ fill up their bottle of water to take. ✓ Walk to beach - as general walking instruction in general excursions risk assessment. ✓ Please note all students must wear a T-shirt when walking to and from the beach. It is illegal to walk along the streets in just their beach wear. ✓ Upon arrival to the beach a meeting point should be established with all the bags. ✓ Group leaders to ensure students (re-)apply sun cream and drink water again upon arrival. ✓ Rules should be clearly explained in terms of: <ul style="list-style-type: none"> ○ going into the sea (how far allowed in) ○ regular applying of sun cream ○ playing sports (Spark chaperone usually brings some footballs and beach material) ○ buying ice cream (if applicable) and asking permission to do so. ✓ Whether or not you are allowing your students to go in the water is entirely up to the group leaders and the trip leader. Some of our schools let the kids swim, some let them go in the water up until knee-high, others won't let the kids in at all. ✓ Group leaders to do a head count / role call before leaving. 	<p>Playa Punilla</p> <p>walking time from Spark (Google Maps): 26 mins.</p> <p>The Puerto beaches have lifeguards in summer ONLY This will normally be from 15th June – 15th September at the following times:</p> <ul style="list-style-type: none"> * 11:00 – 21:00 (Jun-Aug) * 10:00 – 20:00 (Sep) <p>Contact number of the Servicio de Protección Civil: +34 956 541 231</p>
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