

LAST REVISION OF DOCUMENT:

JULY 2026, 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 in Cádiz, 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 control measures ¹	Notes
Ferry to Cádiz	Sun stroke, dehydration - MEDIUM Accidents and injuries - LOW Separation from group - MEDIUM	✓ Before leaving the accommodation, as the excursion to Cádiz involves taking the ferry across the bay of Cádiz Cádiz – group leader should ensure: - 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 won't wait. It is the group leaders' responsibility to make sure all members of their group are ready on time, as indicated by the chaperones. ✓ If the authorities deem the weather (wind, currents) too dangerous, the ferry won't operate and the company operating the service 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 if there is enough time. ✓ Students should (re)apply sunscreen, especially if they sit outside during the ferry crossing.. ✓ We recommend students 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) should indicate clearly to students where to sit and what areas are out of bounds. Group leaders to supervise students continuously to ensure they stick to the code of conduct. ✓ Group leaders should 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: 18 mins.
Visit to market Mercado Central de Abastos de Cádiz	Sun stroke, dehydration - LOW Accidents and injuries - LOW	✓ 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. ✓ Group leaders should station themselves at strategic places in the market or go around the market to keep an eye on the students.	Mercado Central de Abastos de Cádiz Plaza de la Libertad S/N 11005 Cádiz +34 956 21 41 91

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 overall responsible for the trip.

	Separation from group - MEDIUM Allergic reactions - MEDIUM	✓ If the market visit is done so that students can buy their own lunch, group leaders should remind the students what they can and cannot buy: this includes alcoholic beverages as there are some stalls around the market that sell alcoholic drinks. They should also be reminded in the case of serious allergies to check whether the food they buy contains any (traces of) things they are allergic to. ✓ Group leaders to do a head count / role call before leaving the market area.	walking time from ferry: 15 mins.
Torre Tavira	Sun stroke, dehydration - MEDIUM Accidents and injuries - MEDIUM Separation from group - LOW	✓ The visit to the Torre Tavira consists of 3 parts: - 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 oscura. - o A non-guided visit to the roof terrace of the tower. ✓ Entrance to the Torre Tavira is often staggered: smaller groups of up to 15-20 members will be allowed in every 5 minutes due to limited space inside, especially in the cámara oscura. ✓ The guided part might have a limit with regards to group size which will be confirmed by the chaperone. If the group is bigger than the capacity, the group will be split into two. ✓ Trip leaders should instruct their students whether they are free to wander around by themselves or should go in smaller groups / travel groups. ✓ The Torre Tavira has a lot of staircases, some are open. Students should be reminded not to run on the staircases, to go in single file and to be mindful and respectful of other visitors. ✓ Trip leaders should ensure students are aware of the code of conduct on the roof (no leaning, climbing or throwing things). ✓ The rooftop has not got any shade, so students should use this time to drink water, apply sunscreen if needed and to not stay out in the sun for too long. ✓ 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 <u>no</u> lift available. This visit can therefore not be done by members of the group who are less mobile.	Torre Tavira Calle Marqués del Real Tesoro 10, 11001 Cádiz +34 956 21 29 10 walking time from ferry: 13 mins. walking time from the cathedral: 8 mins.
Shopping	Sun stroke, dehydration - LOW Accidents and injuries - LOW Separation from group - MEDIUM	✓ Group leaders should explain to students the general rules for shopping time, including: - o Where they are allowed to go / the boundaries of free time. - o Minimum group size (Spark recommends AT LEAST 3 + if possible 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 or if there are any issues before the agreed time. - o What to do if they get lost (e.g. call trip leader or Spark chaperone). - o Trip leaders are strongly recommended to check ALL students have the mobile numbers of the following people written down: trip leader, second member of staff, Spark chaperone. - 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. - o Group leaders should remind students what they can and cannot purchase, including alcoholic beverages, vapes, anything that can be used as a weapon	Recommended shopping areas: Plaza del Palillero Calle Pelota Calle Jose del Toro Approximate distance from Torre Tavira: 2-5 mins.

		and items that will not fit in their suitcases.	
Beach Playa de la Caleta	Sun stroke, dehydration - HIGH Accidents and injuries - LOW Separation from group - MEDIUM	✓ Group leaders should do a head count / role call before leaving the shopping area. ✓ Before going to the beach students should: - o they (re-)apply sunscreen - o make sure they have enough water, if not they should buy some extra water or fill up their bottles. ✓ Group leaders are recommended they bring some extra sunscreen for those students who don't have any and also extra water. ✓ Walk to beach - please refer to the general walking instruction in the general Activities and excursions risk assessment. ✓ Please note all students must wear a T-shirt when walking to and from the beach. It is illegal in many places in Andalucía to walk along the streets in just beach wear. ✓ Upon arrival at the beach a meeting point should be established. Spark recommends leaving all the bags here and having at least one of two group leaders here at all times. ✓ Group leaders should remind students to (re-)apply sun cream and drink water again upon arrival and at regular intervals during their time at the beach. ✓ Rules should be clearly explained by the group leaders to the students in terms of: - o going into the sea (how far allowed in if at all) - o regular applying of sun cream ✓ 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 to knee-height, others won't let the kids in at all... ✓ Group leaders should do a head count / role call before leaving and check nothing (including any rubbish) is left behind.	Playa la Caleta walking time from Torre Tavira: 13 mins.
Parque Genovés	Sun stroke, dehydration - LOW Accidents and injuries - LOW Separation from group - MEDIUM	✓ Parque Genovés provides some shade and is a great area for the students to spend to time in a cooler area in case of a really hot day. ✓ Group leaders should explain to students clearly where they are allowed to go and whether there is any free time in the park or whether they should all stay together. ✓ Group leaders should establish a meeting point as well as a meeting time if free time is allowed. ✓ Group leader should do a head count before leaving the park.	Parque Genovés Av Dr Gómez Ulla s/n 11003 Cádiz walking time from Torre Tavira: 12 mins.
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 * Torre Tavira : 13 mins. * Parque Genovés: 20 mins. * Playa la Caleta: 25 mins.

