

LAST REVISION OF DOCUMENT:

JULY 2026, 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 in El Puerto de Santa María, 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 should 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
Visit to market - buying vegetables for the paella cooking lesson. Mercado de Abastos de la Concepción	Sun stroke, dehydration - LOW Accidents and injuries - LOW Separation from group - MEDIUM	✓ 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), though the Spark chaperone might recommend a different point depending on circumstances. ✓ 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. ✓ If the market visit is done so that students can buy vegetables for the paella lesson, we normally recommend the students in groups of approximately 10-12 students. They will be given a list with ingredients to buy and a small amount of money to pay for their ingredients. They will return the change + any receipts at the end of the activity to the chaperone. ✓ Group leaders to do a head count / role call before leaving the market area.	Mercado de Abastos de la Concepción calle Ganado 31, 11500 El Puerto de Santa María walking time from Spark: 17 mins.
Tour of Castle Castillo de San Marcos	Sun stroke, dehydration - LOW Accidents and injuries - LOW Separation from group - LOW	✓ If the castle visit 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 to have their meals. ✓ This is also a great time for students to (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 as well as up and down the various small steps around the site. ✓ The castle is a great place for the students to use the bathroom. ✓ Group leaders to do a head count / role call before leaving.	Castillo de San Marcos Plaza Alfonso X el sabio 3 11500 El Puerto de Santa María walking time from Spark: 18 mins. walking time from market: 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 overall responsible for the trip.

Beach Playa de la Puntilla	Sun stroke, dehydration - HIGH Accidents and injuries - LOW Separation from group - MEDIUM	✓ Before going to the beach students should: - o they (re-)apply sunscreen - o bring swimming costumes, a towel and flip flops - o fill up their bottle of water to take. ✓ 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 El Puerto de Santa María to walk along the streets in just their 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. ✓ The Spark chaperone will normally bring some beach gear with them, such as a football, volleyball, beach tennis and usually a small number of sun umbrellas. (Note that if it is really windy, the sun umbrellas might not be of much use). ✓ 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 - o playing sports and being careful with other people on the beach - o buying ice cream or drinks at the nearby campsite or one of the beach bars (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 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 de la Puntilla walking time from Spark: 26 mins. The Puerto beaches have lifeguards in summer ONLY This will normally be from 15th June – 30th September between the hours of 11:30 and 21:00. Contact number of the Servicio de Protección Civil: +34 956 541 231
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