

LAST REVISION OF DOCUMENT:

JULY 2026, EL PUERTO DE SANTA MARÍA

RISK ASSESSMENT KAYAKING

This kayaking risk assessment is an addition to the “excursions and activities risk assessment for schools” and covers any specific health and safety issues with Kayaking ONLY. 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.

Note this excursion requires a coach transfer.

Hazards	Risk	Control measures ¹	Notes
General safety		✓ The kayaking activity is organized by an external kayaking supplier contracted by Spark. ✓ During (external) inspection visits, the actual kayaking route, the equipment used, instructions given and the supplier's risk assessments and emergency protocols are all reviewed. ✓ The supplier is required to send Spark their updated procedures and risk documents, insurance papers and instructors' qualifications on a yearly basis. ✓ The kayaking instructors will give a short introductory course on kayaking to all participants before starting the activity. ✓ The Spark chaperone will be present during this introduction to ensure all students thoroughly understand the instructions if these are given in Spanish and need to be translated into English (chaperone's minimum level of English will be B1 according to the CEFR). ✓ The supplier agrees to have a trained and qualified monitor per kayaking group leading the activity. ✓ The Spark chaperone will check with the group leaders in the case of any misconduct from the students to avoid dangerous situations. ✓ Students are NOT allowed to go off into smaller groups unsupervised, all group members are required to stay in their groups. ✓ The Spark chaperone might decide to inform the group's leaders and the monitors if they feel there are circumstances that do NOT guarantee the group's safety (repeated misconduct by group members, adverse weather conditions, faulty equipment). ✓ The supplier will be informed of the participants' ages and Spark will discuss any changes that might be necessary to the activity to ensure it is suitable for the particular age group.	➤ Date route done last by Spark chaperones at the time of writing: July 2026 ➤ Date last external audit done at the time of writing: July 2026 Sancti Petri Kayak Puerto Deportivo de Sancti Petri s/n 11130 Chiclana de la Frontera +34 676 363 718
Temperature and weather conditions	Sun stroke, dehydration - MEDIUM	✓ All members of the group are encouraged to bring a water bottle that can be refilled. ✓ Spark will check one day before the booked excursion with the supplier whether the activity is safe to go ahead based on the weather forecast. ✓ The Spark chaperone will consult the activity monitor in case of adverse weather conditions to guarantee the participants are not in danger during the activity. ✓ The activity is planned with sufficient time for breaks and to reapply sunscreen.	

¹ Group leaders = any staff members or volunteers from the school (teacher, head, governor etc) who come on the trip with the students and have assumed responsibility for the wellbeing and safety of the students.

		✓ Contingency plans are made in case of extreme rain or adverse weather conditions and the chaperone and Spark staff will consider changes in weather conditions before running the kayaking activity if it is deemed they might affect the safety or wellbeing of the students during the event.	
Safety, welfare, water activities	Accidents and injuries, drowning - LOW	✓ All activities and transport organized by third parties submit their risk assessment to Spark before Spark contracts their services. ✓ Risk assessments of third parties are available to schools if they wish to see them (please note these are generally in Spanish). ✓ For any students who are NOT confident or competent swimmers, the group leaders should confirm whether an alternative should be suggested for this student. ✓ The Spark staff member present during the activity will make sure that all participants in the activity have a life vest and will receive an introduction to kayaking on land before the start of the activity. ✓ A rescue boat always follows the group when going out on the water in case of any problems.	