

LAST REVISION OF DOCUMENT:

JULY 2026, EL PUERTO DE SANTA MARÍA

RISK ASSESSMENT – MEALS & DIETS

This “Risk assessment - Meals & diets” is the risk assessment document regarding the management of dietary requirements. 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
Breakfast, lunch, dinner	Allergic reaction - MEDIUM	✓ We can cater for a wide variety of diets <u>as long as we receive dietary requirements ahead of time</u>, so we have time to work with our various suppliers to coordinate and confirm details and requirements and look for alternatives where needed. ✓ The trip leader will be sent a health and safety form which outlines the most important procedures regarding (amongst others) the communication and management of diets. We need this form filled in and completed at least 3 months before arrival. ✓ All specific individual dietary needs should be confirmed at least 1 month before your arrival in order to guarantee we can cater for them and / or to request further information. This should be done in the relevant medical list you will receive as part of your Spark booking pack. ✓ As soon as we receive your medical list - and latest 1 month before your day of arrival - all dietary requirements will be passed over to our food suppliers who will confirm whether they can cater for the diet or whether they need further details. ✓ Note the deadline mentioned is a Spark deadline. It is the trip leader's responsibility to leave it very clear with the parents / guardians of the students that diets need to be confirmed more than 1 month before, so they have time to fill in the booking doc within the timeframe mentioned above. ✓ For any dietary requirements passed on after the deadline indicate before we will confirm on a case by case basis whether we can cater for them, depending on the diet and the time of informing us at Spark. ✓ We are usually unable to cater for any last-minute dietary changes / requests that are confirmed on the day of arrival, especially with regards to the first day, but depending on the day and type of diet, this might affect other meals too. In that case it is the group leaders' responsibility to provide the student an alternative. ✓ More information about the management of last minute diets can be found in the Information sheet for teachers. ✓ Spark might request a medical form or card translated into Spanish to inform our suppliers about some dietary requirements. ✓ Spark standardly provides a nut-free environment. If you need the environment to be more than just nut-free, please indicate this at least 1 month before your arrival in the	Unless otherwise agreed or stated, meals take place in the following places: Breakfast* and dinner will take place in Spark, with the being any breakfast before 8.00 (usually on the day of departure) in which case it will be a packed breakfast that can be eaten at Spark, whilst waiting for the coach, or at the airport. Lunches will be packed lunch that can be had when on the excursion. Meals that take place outside of Spark: - churros con chocolate - tapas - pizza on the beach

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.

		designated area in your booking form and we will let you know whether this is possible. ✓ It is the group leaders' responsibility to ensure that students with allergies and diets receive the correct diet each meal. Spark staff and our suppliers will need your help to identify the students who need to be given these diets, we do NOT work with individual name cards on the tables. ✓ All Spark staff who help out during meal times will be made aware of the dietary requirements per group.	
Churros con chocolate	Allergic reaction - MEDIUM	✓ Churros contain water, oil and flour, and are therefore not suitable for students who require a gluten-free diet. ✓ Churros do NOT contain nuts, though they are made in an environment where nuts are handled, so they MIGHT contain traces. They are therefore not suitable for students who are highly allergic to nuts. ✓ For those students who can not have churros, an alternative will be provided, usually a small plate with some ham and / or cheese, but this might vary. ✓ The hot chocolate that comes with the churros contains dairy. Students who require a dairy-free alternative will be given juice. ✓ Please note that if you're having churros this cannot be done in a 100% nut or gluten free environment.	Bar cafetín Calle Placilla 6 11500 El Puerto de Santa María +34 956 86 11 55 walking time from Spark: apx 18 mins.
Tapas	Allergic reaction - MEDIUM	✓ If your group is having tapas, students and group leaders will be given a list of tapas that they can choose from a few days before the tapas meal. The list given will contain symbols of allergens / common diets so students know what they can and can't choose from depending on their own dietary needs. The Spark chaperone will confirm the tapas chosen ahead of time. ✓ Please note that if you're going out for tapas, this cannot be done in a 100% nut, sesame or gluten free environment, though we can warn the restaurant of high-risk diets.	Restaurante la Española C. de los Vidrios 11500 El Puerto de Santa María walking time from Spark: apx 14 mins.

For any questions, please contact Inge Hol - Spark Director of School Tours - inge.hol@sparklanguages.com