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RISK ASSESSMENT SCHOOL TRIPS GENERAL

This "risk assessment school trips general" is the generic risk assessment document for any school trip. Please refer to the other risk assessment documents for specific assessments, such as family stays, excursions and activities.

Hazards	Risk	Control measures ¹	Notes
Inadequate or inappropriate planning and execution of programme	Programme unsuitable for students' age, interest or ability, inadequate communication between group leaders and Spark staff, students not properly supervised or looked after.	<ul style="list-style-type: none"> ✓ The Spark Director of Educational Programmes, as the overall responsible of all school group trips, carefully plans and puts together the entire programme and is in constant communication with the school trip's leader to ensure all requirements are met and that the programme is suitable for all students signed up to the trip, taking into consideration the students' age, maturity, interests and (language) abilities. ✓ Each school group has their own chaperone assigned, who is the group's main person of contact during their stay from the moment of arrival until departure. ✓ The chaperone is involved in the planning of the programme for the school group from an early point and has regular meetings with the Director of Education Programmes, to make sure they are fully aware of their responsibilities and the programme itself. ✓ The chaperone leads the excursions and activities and might also teach some of the classes (if applicable). They are furthermore responsible for any bookings and transportation of the group and for any third party suppliers. ✓ The chaperone is available during the school's stay to discuss any queries or issues from the students or the group leaders at any moment and they have an emergency contact number in case of any emergencies. ✓ The Director of Educational Programmes is furthermore available at any time to discuss any matters of concern and will check in at regular intervals with the group leaders to answer queries or deal with issues. ✓ Support to the chaperone, the group leaders and any students at any moment of the day is available from the Spark team during regular office hours (Mon – Fri 9.30 – 20.00) in case of need, and from the Spark Director of Education 24/7 as well as from the General Manager in case the Director is not available. ✓ All group leaders are provided with the mobile contact number of both the group's chaperone and the Director of Educational Programmes before the start of the programme. ✓ All students are provided with the emergency contact number of both the group's chaperone as well as the Director of Education upon arrival. 	<p>Unless otherwise informed or agreed, Spark staff members, including the group's chaperone, work of the following premises:</p> <ul style="list-style-type: none"> ➤ The group leaders are the overall responsables for the students' safety and conduct at all times. ➤ The group leaders and not the Spark chaperone are responsible for making sure all students are present when moving from one area to another and for conducting head counts etc. ➤ The chaperone would not normally give permission to students to go anywhere on their own, including visits to the toilet, unless agreed with the group leaders.

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.

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		<ul style="list-style-type: none"> ✓ The group's chaperone is a native Spanish speaker and qualified teacher of Spanish with a high (normally minimum B2 / higher intermediate) command of the English language in order to facilitate communication if needed in case of welfare or emergency situations. ✓ The group's chaperone is able to assist and advise in case of an emergency, but since they are not the overall responsible of the group's safety and usually unaware of the group's specific requirements and procedures in terms of emergencies, they know and accept to always respect the group leader's final decision taken to safeguard the students' wellbeing. ✓ In case of need, the chaperone knows and is prepared to supervise a group of students on their own if needed to deal with an emergency situation. ✓ In order to ensure the safety and wellbeing of the students, Spark offers a free group leader per 10 students for the full programme (lodging, excursions, transfers and activities)². ✓ If a group decides to bring more staff members to supervise the students, these members of staff will be offered a reduced price of the tour. ✓ Spark encourages schools to pre-visit the facilities during an inspection visit ahead of time to allow the group leaders to inspect accommodation options, activities and risk assessment to make sure Spark can cater for the needs and challenges of a group and meet the requirements and expectations of the group. (More details: http://brightsparkspanish.com/famtours/). ✓ On the first day after the day of arrival, the group leaders are encouraged to meet with the Director of Education to discuss any doubts or issues they have regarding the programme as well as any health and safety related issues. 	<ul style="list-style-type: none"> ➤ The group leaders are at all times responsible for the supervision of the students to ensure their wellbeing and safety during any organized activity by Spark (transfers, excursions, time in residence etc.). If group leaders decide NOT to participate in a certain excursion or event, the group leaders MUST communicate this to the chaperone and the Director of Education to make a contingency plan in order NOT to jeopardize the supervision and wellbeing of the students.
<p>General safety and accidents, health and diets</p>	<p>First aid and prevention of general accidents</p>	<ul style="list-style-type: none"> ✓ Schools need to complete on the registration form whether (some) of the group leaders have any first aid training and certification. ✓ Schools furthermore need to indicate whether they will be bringing their own first aid bag for the group. ✓ In the case of groups who are from a country where the traffic drives on the left hand side of the road, the Spark chaperone will remind the students of the traffic rules and how to check before crossing a street. ✓ Group leaders need to indicate on their enrolment form whether they are aware of any students who might have difficulties with some of the activities in the programme (due to physical problems, swimming ability, etc.) ✓ Spark will ask for a list of all dietary requirements for all students and staff upon registration and will check any doubts and confirm diets can be catered for. If we feel that we cannot cater for a specific diet, options will be discussed with the group leaders. 	<ul style="list-style-type: none"> ➤ The group leaders are expected to inform the students about traffic being on the other side of the road before arrival to Spain, so students are already aware of this before their journey to Spain and before any dangerous situations might occur.

² Per 10 students, 1 staff member would be free, meaning that for a group between 11 and 20 students, there would be 2 free staff member places, for a group between 21 and 30 students there would be 3 free staff member places etc.

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		<ul style="list-style-type: none"> ✓ Any special needs and medical conditions (including allergies) of participants that Spark should be aware of must be noted on the same registration form filled in by the group leaders. Students must furthermore fill in their own registration form with their specific medical details (if applicable). 	
Misbehaviour and conduct	Accidents and injuries	<ul style="list-style-type: none"> ✓ The group's chaperone will consult group leaders to confirm whether students have been briefed regarding conduct and behaviour required. ✓ The chaperone consults the leaders if they feel that any additional guidelines of acceptable behaviour need to be explained or in the case of problems or issues. 	<ul style="list-style-type: none"> ➤ The group leaders are responsible for controlling student behaviour, reprimanding them in the case of misbehaviour and following up on misconduct that requires further action.