

LOLA Risk Assessment: Study trip to Salamanca, Spain

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Principal activities, travel, situations etc. involved in this visit, for which risk assessment has been carried out:

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A

**Assessment of risk for: Air travel to Madrid and return**

Hazard	To whom	Control
Incident involving a member of the public in the airport	Pupils	<ul style="list-style-type: none"> <li>• Direct pupils not to be alone &amp; arrange for groups of 3 or more</li> <li>• Tell pupils where a member of staff will be for the duration of the time spent there</li> <li>• Tell pupils the limits of their area of 'exploration'</li> <li>• Assess the risk in terms of the nature of other visitors and take action accordingly</li> </ul>
Getting lost in the airport	Pupils	<ul style="list-style-type: none"> <li>• Determine the strategy pupils should follow if they get lost and tell the party</li> <li>• ESTABLISH meeting points at each point of the journey when the group might separate and then regroup</li> <li>• Ensure a staff presence at an accessible location</li> <li>• Ensure that pupils follow all airport protocols in the event of an emergency in order to know where to regroup following an evacuation of the venue (eg fire alarm/security incident)</li> <li>• Instruct pupils that they must inform a teacher before leaving the party to visit the toilets or any other place within the airport</li> <li>• Practice 'sounding off' with students so that all students know the order of the register to enable everyone to immediately identify who is missing, if any.</li> </ul>
Incident on the aeroplane	Pupils, staff	<ul style="list-style-type: none"> <li>• Ensure good conduct while on the plane</li> <li>• Ensure that pupils listen to safety instructions</li> <li>• Ensure that students remain in their assigned seats</li> </ul>

**Assessment of risk for: Air travel from Madrid and return (cont.)**

**Events/Circumstances that would increase risk:**

- Attendance of other parties of youngsters
- Large numbers of people at the airport

**Other Factors:**

- A first aid kit will be taken and will stay with the member(s) of staff who stay(s) in an accessible location
- Be aware that some youngsters may be nervous about flying and may react in a more unpredictable way as a result

B

**Assessment of risk for: Coach Travel between locations in Spain**

Hazard	To whom	Control
Road Traffic Accident	Pupils, staff, others	<ul style="list-style-type: none"> <li>● Prior to journey, ensure that the coach is reasonably new (eg within 5 years old)</li> <li>● Enquire about journey itinerary &amp; consider suitability for breaks etc</li> <li>● Use only well-reputed coach companies</li> <li>● Ensure good conduct on the coach</li> <li>● Ensure pupils do not distract the driver</li> <li>● Ensure that seat belts are worn at all times</li> <li>● There must never be more than one person per seat on the coach</li> </ul>
Leaving someone at a service station or other stopping point	Pupils, staff	<ul style="list-style-type: none"> <li>● Ensure before departure that each coach has an accurate list of pupils on that coach</li> <li>● Allocate staff to each coach in appropriate numbers</li> <li>● Do not allow the coach to depart from any position until a check has been carried out to ensure everyone is present</li> </ul>
Incident involving member of the public at service station	Pupils	<ul style="list-style-type: none"> <li>● Direct pupils not to be alone while at a service station</li> <li>● Tell pupils where a member of staff will be for the duration of the time spent there</li> <li>● Tell pupils the limits of their area of 'exploration'</li> </ul>
Pupil being knocked down at service station/when alighting	Pupils	<ul style="list-style-type: none"> <li>● Remind pupils to be watchful on the roads/car parks before alighting</li> <li>● Member of staff to get off the coach first and control the flow off the coach if necessary</li> <li>● Staff to control crossing roads/car park areas if appropriate</li> <li>● Ensure coach driver stops in a place suitable for pupils to alight</li> </ul>

**Assessment of risk for: Coach Travel between locations in Spain (cont.)**

Boarding and alighting	Pupils and staff	<ul style="list-style-type: none"> <li>● Raise awareness of traffic passing on the opposite side of the road when in Spain</li> </ul>
Damage to coach or coach breakdown	Pupils, staff	<ul style="list-style-type: none"> <li>● LOLA guide and accompanying teachers will determine with driver if the coach may proceed or if a substitute coach should be provided. IN case of lack of consensus the owner of the coach company and director of LOLA will be contacted but the visiting teachers' opinion will be considered paramount.</li> </ul>

Events/Circumstances that would increase risk:

- Poor weather conditions
- Darkness – travel at night
- Lack of familiarity with foreign road rules – particularly relevant to crossing roads

Other points:

Each coach party should have:

- first aid kit
- mobile telephone

C

**Assessment of risk for: Visits to Public places: A Visit to Town and museums in Salamanca, Mérida, Sevilla, Granada & Madrid**

Hazard	To whom	Control
Incident involving a member of the public	Pupils	<ul style="list-style-type: none"> <li>• Direct pupils not to be alone &amp; arrange for groups of 3 or more</li> <li>• Tell pupils where a member of staff will be for the duration of the time spent there</li> <li>• Tell pupils the limits of their area of 'exploration'</li> <li>• Assess the risk in terms of the nature of other visitors and take action accordingly</li> </ul>
Getting lost	Pupils	<ul style="list-style-type: none"> <li>• Determine the strategy pupils should follow if they get lost, and tell the party</li> <li>• Ensure there is an accessible location for the duration of the visit which will serve as a meeting point</li> <li>• Ensure that pupils know where to re-group following an evacuation of the venue (eg fire alarm/security incident)</li> </ul>
Hazards encountered if a pupil left the location	Pupils	<ul style="list-style-type: none"> <li>• Ensure good conduct of the party</li> <li>• Determine points of exit that pupils might try, and devise a preventative strategy</li> <li>• Ensure a good staff presence</li> <li>• Monitor more closely those thought likely to try</li> </ul>
Environmental hazards	Pupils, staff	<ul style="list-style-type: none"> <li>• Ensure that pupils are adequately clothed and prepared</li> <li>• Ensure that there are suitable facilities available for toilet and washing</li> </ul>
Language difficulties	Pupils	<ul style="list-style-type: none"> <li>• Ensure all pupils know what to say if lost.</li> </ul>
Vertigo	Pupils, staff	<ul style="list-style-type: none"> <li>• Make pupils and staff aware of attractions where vertigo might be an issue (for example the Cathedral Towers in Salamanca) and suggest alternative route to avoid them suffering.</li> </ul>

## Assessment of risk for: Visits to Public places: A Visit to the town and museums in Salamanca & Madrid (cont.)

Events/Circumstances that would increase risk:

- Weather conditions
- Attendance of other parties of youngsters
- Large numbers of people at the venue

Other Factors:

- The location should be familiar to the trip organiser or other responsible person
- The location should have been pre-visited and checked through for hazards that may need to be taken account of or avoided
- A first aid kit should be taken and should stay with the member(s) of staff who stay in an accessible location
- If pupils explore on their own (in groups), they must carry any emergency medication (eg. inhalers) and must be capable of administering it themselves

D

**Assessment of risk for: Visits to Public places - Visits to Tapas bars, Dance School, Karaoke**

<b>Hazard</b>	<b>To whom</b>	<b>Control</b>
Food allergies – Tapas bars,	Pupils, staff	<ul style="list-style-type: none"> <li>• Staff to consult parents and school medical records prior to visit, ensuring that they have all relevant food allergies and intolerance information to hand during the trip. This will be accessible for the trip supervisor and back at school as part of the info left at reception.</li> <li>• Pupils to ensure that they carry any allergy medication e.g.: EpiPen at all times</li> <li>• Staff to check in each tapas bar (during tapas tour) for allergy information prior to ordering</li> </ul>
Incident involving a member of the public	Pupils	<ul style="list-style-type: none"> <li>• Direct pupils not to be alone &amp; arrange for groups of 3 or more</li> <li>• Assess the risk in terms of the nature of other visitors and take action accordingly</li> <li>• For events which require travel by public transport, ensure that students are briefed on the importance of polite, respectful behaviour towards members of the public</li> <li>• Staff to take extra precautions during visits to karaoke, as these tend to take place later in the evening than other events therefore the venue and surrounding area may be busy and there may be more cars on the roads</li> </ul>
Getting lost	Pupils	<ul style="list-style-type: none"> <li>• Determine the strategy pupils should follow if they get lost, and tell the party</li> <li>• Ensure that pupils know where to re-group following an evacuation of the venue (e.g.: fire alarm/security incident)</li> <li>• Pupils must be briefed not to leave the venue without advising teachers other than in an emergency</li> </ul>
Hazards encountered if a pupil left the location	Pupils	<ul style="list-style-type: none"> <li>• Ensure good conduct of the party</li> <li>• Determine points of exit that pupils might try, and devise a preventative strategy</li> <li>• Ensure a good staff presence</li> <li>• Monitor more closely those thought likely to try</li> </ul>
Environmental hazards	Pupils, staff	<ul style="list-style-type: none"> <li>• Ensure that pupils are adequately clothed and prepared</li> <li>• Ensure that there are suitable facilities available for toilet use and washing hands</li> </ul>
Language difficulties	Pupils	<ul style="list-style-type: none"> <li>• Ensure all pupils know what to say if lost</li> </ul>

The event of a fire	Pupils	<ul style="list-style-type: none"> <li>• The bars and dance school have emergency exits which will be pointed out to the students upon arrival.</li> <li>• Provide a place to regroup in case of evacuation and make sure the pupils know where this is</li> </ul>
The event of an accident	Pupils	<ul style="list-style-type: none"> <li>• The tapas bars, dance school and chocolate bar are all equipped with first aid trained staff and equipment</li> </ul>
Traffic on the roads	Pupils	<ul style="list-style-type: none"> <li>• Pupils may only cross roads on zebra crossings or on pedestrian crossings on when the green man is lit up and the cars have fully stopped</li> <li>• Pupils will be accompanied at all times by their teachers and a LOLA team member who will guide them across the roads</li> </ul>

Events/Circumstances that would increase risk:

- Weather conditions
- Attendance of other parties of youngsters in same venue
- Large numbers of people at the venue

Other Factors:

- The location should be familiar to the trip organiser or other responsible person
- Pupils under the age of 18 are not permitted to buy alcohol or tobacco
- The location should have been pre-visited and checked through for hazards that may need to be taken account of or avoided, and emergency exits located
- A first aid kit should be taken and should stay with the member(s) of staff who stay in an accessible location.
- If pupils explore on their own, they must carry any emergency medication (eg inhalers) and must be capable of administering it.
- In the event of food poisoning, teachers and the LOLA staff responsible will act rapidly to get the student to a hospital or medical centre
- Extra caution must be exercised at venues visited after dark

E

**Assessment of risk for: Treasure hunt and Photo Rally**

<b>Hazard</b>	<b>To whom</b>	<b>Control</b>
Engaging with members of the public	Pupils	<ul style="list-style-type: none"><li>• Ensure that students have been briefed on the correct way to interact with members of the public, and that they have sufficient vocabulary to express themselves politely</li><li>• Advise students to avoid approaching in large groups, and to choose participants with care, for example avoiding people who seem busy or impatient</li><li>• Make sure that students know how to get in contact with teachers in case of emergency</li></ul>
Road safety	Pupils	<ul style="list-style-type: none"><li>• Make sure that pupils know a safe route to and from LOLA, preferably avoiding busy roads and junctions</li></ul>
Pupils becoming ill	Pupils	<ul style="list-style-type: none"><li>• Ensure that students bring water and have eaten prior to the activity</li><li>• Make sure that students have the emergency phone number</li><li>• Brief students with basic vocabulary for health-related situations</li><li>• Make sure students bring any essential medication with them, e.g.: EpiPen</li></ul>
Pupils getting lost	Pupils	<ul style="list-style-type: none"><li>• Establish a clear meeting point between students and teachers or LOLA guides</li><li>• Give a clear itinerary of the day, in order to avoid confusion</li><li>• Ensure that students are aware of city geography and are equipped with maps</li></ul>

**Assessment of risk for: Treasure hunt and Photo Rally (cont.)**

Events/Circumstances that would increase risk:

- Weather conditions
- Very large groups of students

Other Factors:

Teachers to make sure that the emergency phone is charged and audible in case a student tries to get in touch  
Alternative activity to be arranged in case of extreme weather (organised by LOLA)

Pupils should break into smaller groups to avoid LOLA intimidating or overwhelming members of the public



F

**Assessment of risk for: Lodging with a family**

Hazard	To whom	Control
<p>Coming into contact with inappropriate conduct in the family</p> <p>A student not being comfortable with their living situation</p>	<p>Pupils</p>	<ul style="list-style-type: none"> <li>● All members of the family over the age of 18 present a criminal record certificate proving that they have a clean background.</li> <li>● Provide pupils with an emergency-only telephone number to contact staff accompanying them on the trip.</li> <li>● Provide opportunities for pupils to discuss any concerns with teachers at regular intervals during the trip so little problems can be quickly sorted.</li> <li>● Ensure that parents have an emergency-only telephone number through which they may make contact with the party if they have concerns.</li> <li>● A strategy to allow for the removal of a pupil from the family is in place</li> <li>● Ensure that pupils have been briefed on inappropriate conduct with a host family</li> </ul>
<p>Returning to family's residence after evening activities</p>	<p>Pupils</p>	<ul style="list-style-type: none"> <li>● Ensure students have staff numbers and family number in case of getting lost or feeling anxious.</li> </ul>
<p>A fire inside the family's residence</p>	<p>Pupils</p>	<ul style="list-style-type: none"> <li>● Have a fire exit strategy in place and explain it to the pupils upon arrival at the family's residence Decide upon a place to regroup after the evacuation and make sure the pupils know where it is</li> <li>● Point out to the students where they can raise the fire alarm should they need to</li> </ul>
<p>Food poisoning</p>	<p>Pupils</p>	<ul style="list-style-type: none"> <li>● Ensure that all reasonable steps have been taken to vet the cooking facilities at the family's residence</li> <li>● Ensure the staff have easy access to school insurance documents</li> <li>● Ensure that the students have a contact number for an accompanying member of staff should they need to contact them</li> </ul>
<p>Pupils sneaking out/coming back late/ student mishaps and responsibility</p>	<p>Pupils/Staff</p>	<ul style="list-style-type: none"> <li>● Pupils hand in latchkeys at dinner time so host families check them in after evening activities.</li> <li>● Monitor more closely those that are more likely to try</li> <li>● Determine points of exit that pupils might try, and devise a preventative strategy</li> </ul>

		<ul style="list-style-type: none"> <li>• Brief the students on what they can and cannot do whilst in the family's residence</li> <li>• LOLA has detailed protocol for curfew breakers: families whatsapp accompanying teachers when students are late. LOLA has a scale of punishments for offenders, the worst being sending students home at parents' expense. Pupils' parents are made aware of this in the final letter sent home.</li> </ul>
Stairs	Pupils	<ul style="list-style-type: none"> <li>• Make sure there is sufficient lighting in the hallways and entries</li> <li>• Provide opportunities for pupils to discuss any concerns with teachers throughout the trip</li> <li>• Make sure that all stairs have handrails to facilitate students when walking up or down them (LOLA will vet)</li> </ul>
Unusual physical hazards in the family's residence	Pupils	<ul style="list-style-type: none"> <li>• Provide opportunities for pupils to discuss any concerns with teachers at regular intervals during the trip.</li> <li>• Confirm the family's residence is suitable to accommodate the students</li> <li>• Provide a contact telephone number of the school and the accompanying teachers should the students need to contact them</li> </ul>

NOTE:

- Other people staying in the residence/family: where at all possible LOLA does not mix minor boys with minor girls in the same family.
- We also favour non-smoking families and families NEVER smoke in communal areas

**Other Factors:**

- Ensure that pupils who need emergency medication must have it with them
- Families are given a manual in which their duties of care are detailed. This document also contains practical information about epipens, diet and so on.

G

**Assessment of risk for: Lodging at a hotel in Sevilla, Granada & Madrid**

Hazard	To whom	Control
Coming into contact with inappropriate conduct with other guests	Pupils, Staff	<ul style="list-style-type: none"> <li>● All rooms have a lock and private bathroom for the exclusive use of students/staff</li> <li>● Where possible staff have rooms on same floor as pupils</li> <li>● Pupils have staffmobiles to contact if uncomfortable or concerned at any time</li> <li>● Staff have access to students' room via a master key</li> </ul>
Coming into contact with intruders from outside the hotel	Pupils, Staff	<ul style="list-style-type: none"> <li>● All rooms have a lock and private bathroom for the exclusive use of Pupils' pupils/staff</li> <li>● Where possible staff have rooms on same floor as pupils</li> <li>● Pupils have staffmobiles to contact if uncomfortable or concerned at any time</li> <li>● External windows are secured</li> <li>● The establishment has a 24 hour porter</li> <li>● Staff have access to students' room via a master key</li> </ul>
Jumping on/over Balconies	Pupils	<ul style="list-style-type: none"> <li>● Pupils are warned that this activity will mean immediate expulsion from program and sending home</li> </ul>



Fire	Pupils, Staff	<p>LOLA has checked accommodation meets national standards i.e. meets fire officer's recommendations/or has fire certificate</p> <ul style="list-style-type: none"> <li>• Pupils are warned that anyone caught smoking will mean immediate expulsion from program and sending home</li> </ul>
Drinking, smoking, vaping and taking drugs in hostel	Pupils, Staff	<p>Guide and teachers will check room for telltale smell and paper baskets doe bottles.</p> <ul style="list-style-type: none"> <li>• Pupils are warned that anyone caught smoking will mean immediate expulsion from program and sending home</li> </ul>

H

**Assessment of risk for: Day trip to the Sierra de Francia**

Hazard	To whom	Control
Those involved in coach travel	Pupils	<ul style="list-style-type: none"> <li>• See above</li> </ul>
Incident involving a member of the public	Pupils	<ul style="list-style-type: none"> <li>• Direct pupils not to be alone &amp; arrange for groups of 3 or more.</li> <li>• Assess the risk in terms of the nature of other visitors and take action accordingly</li> </ul>
Getting lost	Pupils/Staff	<ul style="list-style-type: none"> <li>• Determine the strategy pupils should follow if they get lost, and tell the party</li> <li>• Ensure that staff are distributed throughout the group, have mobile phones on them and group makes frequent stops so all may regroup and take note of landmarks.</li> <li>• In the event of a group getting separated they must return to last point of re-grouping</li> </ul>
Hazards encountered if a pupil left the location	Pupils	<ul style="list-style-type: none"> <li>• Ensure good conduct of the party</li> <li>• Determine points of exit that pupils might try, and devise a preventative strategy</li> <li>• Ensure a good staff presence</li> <li>• Monitor more closely those thought likely to try.</li> </ul>
Environmental hazards	Pupils, staff	<ul style="list-style-type: none"> <li>• Ensure that pupils are adequately clothed and prepared</li> <li>• Ensure that there are suitable facilities available for toilet and washing.</li> </ul>
Language difficulties	Pupils	<ul style="list-style-type: none"> <li>• Ensure all pupils know what to say if lost.</li> </ul>
Pupils falling over or becoming ill during the walk	Pupils	<ul style="list-style-type: none"> <li>• Coach driver will take students and teacher to medical centre in La Alberca.</li> </ul>

**Assessment of risk for: Day trip to the Sierra de Francia (cont.)**

**Events/Circumstances that would increase risk:**

- Weather conditions (slippery paths)

**Other Factors:**

- Ensure that pupils need emergency medication must have it with them.
- Ensure pupils are carrying their mobile telephones with them with emergency numbers
- In cases of extreme weather, an alternative activity will be provided



I

**Assessment of risk for: Swimming/Hiking in Sierra**

Hazard	To whom	Control
Drowning/other injury	Pupils	<ul style="list-style-type: none"> <li>• A qualified lifeguard will present at the swimming hole in the Sierra.</li> <li>• Ensure that pupils are not left unsupervised at any time and monitor pupil numbers with regular headcounts</li> <li>• Parents have already consented prior to trip to determine that students are able to swim.</li> <li>• First aid kit for cuts, insect bites,</li> </ul>
Depth of water	Pupils	<ul style="list-style-type: none"> <li>• Direct pupils not to enter any zone other than that which the group is using, and point out all signs relating to pool depth prior to entry</li> <li>• If necessary, divide pupils by ability</li> </ul>
Getting lost	Pupils/Staff	<ul style="list-style-type: none"> <li>• Determine the strategy pupils should follow if they get lost, and tell the party</li> <li>• Ensure that students know key phrases to explain their situation</li> <li>• Monitor pupil numbers with regular headcounts</li> <li>• Ensure students know not to enter or leave the swimming pool without permission e.g.: to use the toilet</li> </ul>
Terrain features e.g. water, cliffs	Pupils, Staff	<p>Pupils briefed re:</p> <ul style="list-style-type: none"> <li>• Awareness of water hazards and what to do in case of incident</li> <li>• No unauthorised/unsupervised entry into or onto water for swimming, paddling</li> </ul>
Walking, trekking – puddles, mud and wild animals	Pupils/Staff	<ul style="list-style-type: none"> <li>• Route is pre planned according to students ability.</li> <li>• Significant hazards (cliffs, quarries, water) are assessed</li> <li>• Weather forecast obtained and conditions monitored</li> <li>• Guide goes first to check terrain is passable</li> <li>• Teacher goes last so no one left behind</li> </ul>
Heatstroke	Pupils/Staff	<ul style="list-style-type: none"> <li>• Pupils/staff wear SPF 50</li> <li>• Pupils/staff carry water</li> </ul>

**Assessment of risk for:           Swimming & Hiking trip (cont.)**

**Events/Circumstances that would increase risk:**

- If students are feeling ill/tired
- Bad weather

**Other Factors:**

- Ensure that pupils have eaten prior to the trip with sufficient time to safely digest food before swimming.
- Make sure that pupils have not partaken in strenuous activities directly prior to swimming
- Ensure pupils have correct footwear for hiking
- Ensure that pupils who need emergency medication must have it with them

Other points:

- It is good practice to ensure that pupils are supervised by a member of staff of the same gender whilst changing
- In extreme weather conditions, the lifeguard has the final say on whether or not the activity will commence

J

**Assessment of risk for: Swimming Pool**

Hazard	To whom	Control
Drowning/ Injury	Pupils/Staff	<ul style="list-style-type: none"> <li>• There is constant pool supervision by qualified lifeguards during swimming sessions</li> <li>• There is resuscitator and other first aid equipment with someone trained to use them</li> <li>• Lifesaving equipment is adequate</li> <li>• Water temperature is appropriate</li> <li>• Water appears clear and is regularly tested for quality</li> <li>• Depth of water is suitable for group and activities</li> <li>• Changing facilities safe and hygienic</li> <li>• Swimming, diving and other activities must be specifically risk assessed</li> <li>• Pupils must be briefed as to how to behave in and around the water</li> <li>• If no life guard available a designated leader must hold a relevant lifesaving award and act as a lifesaver</li> </ul>
Incident involving a member of the public	Pupils	<ul style="list-style-type: none"> <li>• Direct pupils not to be alone &amp; arrange for groups of 3 or more.</li> <li>• Assess the risk in terms of the nature of other visitors and take action accordingly</li> </ul>
Pupils becoming ill	Pupils	<ul style="list-style-type: none"> <li>• Ensure students have not eaten a heavy meal right before swimming</li> <li>• Ensure students have SPF 50</li> <li>•</li> </ul>

**Other Factors:**

- Ensure that pupils need emergency medication must have it with them.
- Ensure pupils are carrying their mobile telephones with them with emergency numbers



K

● **Assessment of risk for:** **Public Liability Claims**

Hazard	To whom	Control
Parents seeking damages after an accident involving their child (when the child has not been at fault)	LOLA/Visiting School	LOLA has a public liability insurance policy to protect students, teachers and other staff throughout the trip.
Parents seeking damages after an accident involving their child (when the child has broken LOLA rules)	LOLA/Visiting School	Acceptance of a participant on a LOLA trip means the implicit acceptance of parents of the following proviso: <ul style="list-style-type: none"> <li>Any mishap arising from a student breaking LOLA rules, which students and parents are required to read, means the automatic exoneration of responsibility of LOLA, LOLA staff or families, the home institution or its staff.</li> </ul>
Providers seeking damages after a student causes breakages, or requires medical attention not covered by the program.	LOLA/Visiting School	Acceptance of a participant on a LOLA trip means the implicit acceptance of parents of the following proviso: Parents are liable for costs of any breakages that may result from their child's actions. <b>Parents have been aware of this in the final letter sent home.</b>
Parents not agreeing to paying for their child's repatriation; or not agreeing for them be repatriated alone	LOLA/Visiting School	Acceptance of a participant on a LOLA trip means the implicit acceptance of parents of the following proviso: Parents are liable for the costs of repatriation of their child in case of their exclusion from the program due to rule breaking and agree that minors will not be accompanied by staff in the event of this becoming necessary.

L

- **Assessment of risk for: Basketball game**

Hazard	To whom	Control
Injury	Pupils	<ul style="list-style-type: none"> <li>● Presence of first aid kits</li> <li>● Presence of someone who is first aid trained</li> <li>● Ensure accidents are reported to facility staff</li> <li>● Ensure all participants have sensible footwear and clothing</li> </ul>
Court Conditions	Pupils	<ul style="list-style-type: none"> <li>● Check the surface of the court before and during play</li> <li>● Report any issues to sports centre staff, and if the court is unsuitable for use, do not play</li> </ul>
Medical Conditions	Pupils	<ul style="list-style-type: none"> <li>● Teachers responsible for the children</li> <li>● Children must have permission</li> <li>● Participants to seek medical attention if unsure</li> </ul>
Collisions with surrounding people or equipment	Pupils	<ul style="list-style-type: none"> <li>● Encourage good communication between players</li> <li>● Make sure equipment is fit for purpose before and during play</li> <li>● All unnecessary equipment is removed from the court</li> <li>● Report any damage to equipment to facility provider, withdraw the equipment if unfit for use</li> </ul>

Ignorance of Rules	Pupils	<ul style="list-style-type: none"> <li>● Team briefing to all teams and teachers, all rules must be made clear</li> <li>● All players must follow rules</li> <li>● Enforce rules if broken</li> </ul>
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Events/ circumstances that would increase risk:

- Court conditions
- Dangerous play/ lack of rules

Other factors:

- A first aid kit should be brought
- Rules must be made clear
- Equipment and court should be checked before use

**M**

**Assessment of risk for: Spanish Lessons, Seminars, Cuenta cuentos**

<b>Hazard</b>	<b>To whom</b>	<b>Control</b>
Fire Hazards	Pupils	<ul style="list-style-type: none"> <li>• The appropriate fire safety checks and fire safety training have been carried out</li> <li>• All fire exits are kept unobstructed and unlocked</li> </ul>
Electrical	Pupils	<ul style="list-style-type: none"> <li>• All equipment is regularly checked and removed and replaced immediately when found to be faulty</li> </ul>
Trips, Slips and Falls	Pupils	<ul style="list-style-type: none"> <li>• All classrooms are kept clean, tidy and well lit</li> <li>• All wires are kept out of the way</li> </ul>
Pupils being unwell	Pupils	<ul style="list-style-type: none"> <li>• Teachers are aware of location of first aid kit, protocols for informing offices staff and visiting teachers. Office staff are aware of protocols as detailed in our Safety Protocol for sending students home, taking them to the pharmacy, doctors etc.</li> </ul>
Pupils being distressed by class content	Pupils	<ul style="list-style-type: none"> <li>• Teachers warn students when content could be upsetting (eg when talking about the Spanish Inquisition).</li> </ul>
Possible injuries due to the classroom structure and fittings	Pupils	<ul style="list-style-type: none"> <li>• The classroom structure and fittings are all suitable for their purpose and are regularly inspected and maintained</li> <li>• The classroom is suitable for the activities undertaken with designated max. amounts of participants.</li> </ul>

Events/ circumstances that would increase risk:

- Poor weather conditions - rain outside
- A large number of people at the school, in corridors at same time

## N Assessment of risk for: Churros con Chocolate

Hazard	To whom	Control
Food allergies	Pupils, staff	<ul style="list-style-type: none"> <li>Staff to consult parents and school medical records prior to visit, ensuring that they have all relevant food allergies and intolerance information to hand during the trip. <b>This will be accessible for the trip supervisor and back at school as part of the info left at reception.</b></li> <li>Pupils to ensure that they carry any allergy medication e.g.: EpiPen at all times</li> </ul>
Incident involving a member of the public	Pupils	<ul style="list-style-type: none"> <li>Direct pupils not to be alone &amp; arrange for groups of 3 or more</li> <li>Assess the risk in terms of the nature of other visitors and take action accordingly</li> </ul>
The event of an accident	Pupils	<ul style="list-style-type: none"> <li>The chocolate bar is equipped with first aid trained staff and equipment</li> </ul>
The event of a fire	Pupils	<ul style="list-style-type: none"> <li>The chocolate bar has emergency exits which will be pointed out to the students upon arrival.</li> <li>Provide a place to regroup in case of evacuation and make sure the pupils know where this is</li> </ul>
Getting lost	Pupils	<ul style="list-style-type: none"> <li>Determine the strategy pupils should follow if they get lost, and tell the party</li> <li>Ensure that pupils know where to re-group following an evacuation of the venue (e.g.: fire alarm/security incident)</li> <li>Pupils must be briefed not to leave the venue without advising teachers other than in an emergency</li> </ul>
Hazards encountered if a pupil left the location	Pupils	<ul style="list-style-type: none"> <li>Ensure good conduct of the party</li> <li>Determine points of exit that pupils might try, and devise a preventative strategy</li> <li>Ensure a good staff presence</li> <li>Monitor more closely those thought likely to try</li> </ul>

Events/Circumstances that would increase risk:

- Attendance of other parties of youngsters in same venue
- Large numbers of people at the venue

Other Factors:

- The location should have been pre-visited and checked through for hazards that may need to be taken account of or avoided, and emergency exits located
- A first aid kit should be taken and should stay with the member(s) of staff
- In the event of food poisoning, teachers and the LOLA staff responsible will act rapidly to get the student to a hospital or medical centre

O

● **Assessment of risk for: Paella with Public Transport**

Hazard	To whom	Control
Food allergies	Pupils, staff	<ul style="list-style-type: none"> <li>● Staff to consult parents and school medical records prior to visit, ensuring that they have all relevant food allergies and intolerance information to hand during the trip. <b>This will be accessible for the trip supervisor and back at school as part of the info left at reception.</b></li> <li>● Pupils to ensure that they carry any allergy medication e.g.: EpiPen at all times</li> </ul>
Public Transport	Pupils	<ul style="list-style-type: none"> <li>● Boarding and alighting - Raise awareness of traffic passing on the opposite side of the road when in Spain</li> <li>● Remind pupils to be watchful on the roads/car parks before alighting</li> <li>● Member of staff to get off the coach first and control the flow off the coach if necessary</li> <li>● Pupils are briefed on the importance of polite, respectful behaviour towards members of the public</li> </ul>
Traffic on the roads	Pupils	<ul style="list-style-type: none"> <li>● Pupils may only cross roads on zebra crossings or on pedestrian crossings on when the green man is lit up and the cars have fully stopped</li> <li>● Pupils will be accompanied at all times by their teachers and a LOLA team member who will guide them across the roads</li> </ul>
Incident involving a member of the public	Pupils	<ul style="list-style-type: none"> <li>● Direct pupils not to be alone &amp; arrange for groups of 3 or more</li> <li>● Assess the risk in terms of the nature of other visitors and take action accordingly</li> </ul>
The event of a fire	Pupils	<ul style="list-style-type: none"> <li>● The restaurant has emergency exits which will be pointed out to the students upon arrival.</li> <li>● Provide a place to regroup in case of evacuation and make sure the pupils know where this is</li> </ul>
Getting lost	Pupils	<ul style="list-style-type: none"> <li>● Determine the strategy pupils should follow if they get lost, and tell the party</li> <li>● Ensure that pupils know where to re-group following an evacuation of the venue (e.g.: fire alarm/security incident)</li> <li>● Pupils must be briefed not to leave the venue without advising teachers other than in an emergency</li> </ul>

Hazards encountered if a pupil left the location	Pupils	<ul style="list-style-type: none"> <li>● Ensure good conduct of the party</li> <li>● Determine points of exit that pupils might try, and devise a preventative strategy</li> <li>● Ensure a good staff presence</li> <li>● Monitor more closely those thought likely to try</li> </ul>
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Events/ circumstances that would increase risk:

- Poor weather conditions
- Darkness – travel at night
- Lack of familiarity with foreign road rules – particularly relevant to crossing roads

Other Factors:

- Pupils under the age of 18 are not permitted to buy alcohol or tobacco
- The location should have been pre-visited and checked through for hazards that may need to be taken account of or avoided, and emergency exits located
- A first aid kit should be taken and should stay with the member(s) of staff
- In the event of food poisoning, teachers and the LOLA staff responsible will act rapidly to get the student to a hospital or medical centre
- Extra caution must be exercised at venues visited after dark

## P

- **Assessment of risk for: COVID**

All COVID protocols depend on current Spanish Health legislation. They govern the need or not of:

- Use of a Face covering
- Quarantine
- Social distance
- Permission to travel

Currently, the use of a face covering is not required. **Those infected can attend class and travel** but must use FFP2 masks inside buildings (in class or with families).

- If an activity implies the impossibility of wearing a mask, those infected must remain outdoors.
- Accommodation arrangements stay the same if a student becomes infected unless a member of the family is in a high risk group in which case the student is moved to alternative accommodation and required to pay the difference if this costs more (ie hotel).

If a student and/or teacher is not permitted to travel home **all additional expenses on the trip/prolongation of accommodation would be borne by the participant.**

Q

- Natural disasters, fire, terrorist attack, and blackouts

Hazard	To whom	Control
Natural disaster (earthquake, flood)	Pupils, staff	<ul style="list-style-type: none"> <li>• All students return to their host families and await further instructions.</li> </ul>
Fire	Pupils, staff	<ul style="list-style-type: none"> <li>• All students return to their host families and await further instructions.</li> </ul>
Terrorist attack	Pupils, staff	<ul style="list-style-type: none"> <li>• All students return to their host families and await further instructions.</li> </ul>
Blackout	Pupils, staff	<ul style="list-style-type: none"> <li>• All students return to their host families and await further instructions.</li> </ul>

**R (Added by SJI International)**

**Assessment of risk for: Unaccompanied walking between Host Families, School and Meeting Points**

Hazard	To whom	Control
Getting lost / Disorientation	Pupils	<ul style="list-style-type: none"> <li>• Ensure that students are aware of city geography and are equipped with maps (physical or digital) .</li> <li>• Ensure students have the address and phone number of their host family written down/saved.</li> <li>• Ensure that students have the emergency phone number for LOLA and staff.</li> <li>• Instruct pupils to contact teachers or the emergency line immediately if they become disoriented.</li> </ul>
Road Safety / Traffic	Pupils	<ul style="list-style-type: none"> <li>• Make sure that pupils know a safe route to and from LOLA, preferably avoiding busy roads and junctions .</li> <li>• Pupils may only cross roads on zebra crossings or pedestrian crossings when the green man is lit and cars have stopped.</li> <li>• Remind pupils to be watchful on the roads and avoid using headphones or mobile phones while crossing streets.</li> </ul>
Incident involving a member of the public	Pupils	<ul style="list-style-type: none"> <li>• Direct pupils not to be alone &amp; arrange for groups of 3 or more (or pairs where approved) for the walk home</li> <li>• Ensure that students have been briefed on the correct way to interact with members of the public.</li> <li>• Advise students to avoid engaging with large groups or people who seem aggressive.</li> <li>• If a student's housemate/walking partner is unwell or absent, a teacher will accompany the student home; no student is permitted to walk alone.</li> </ul>
Pupil Lateness / Missing Curfew	Pupils / Staff	<ul style="list-style-type: none"> <li>• Students and staff will communicate via the school Google Chat group. Students must message the group immediately when they reach home in the evening; teachers will monitor the chat and call or follow up with any student who fails to check in.</li> <li>• Families contact Language school (LOLA) when students are late returning after evening activities.</li> <li>• Establish clear meeting times for morning classes and activity start points.</li> <li>• Instruct pupils to call/message their teacher or host family immediately if they anticipate a delay due to unforeseen circumstances.</li> </ul>
Medical issue or injury during the walk	Pupils	<ul style="list-style-type: none"> <li>• Ensure that pupils who need emergency medication (e.g., EpiPen, inhalers) must have it with them at all times .</li> <li>• Ensure that students bring water, especially during warmer weather .</li> <li>• Students must be capable of administering their own emergency medication if walking without staff supervision.</li> </ul>

Events/Circumstances that would increase risk:

- Weather conditions: Heavy rain or extreme heat.
- Darkness: Travel at night, particularly after evening activities.
- Fatigue: If students are feeling ill or tired after a long day.

Other Factors:

- Charged Phones: Teachers to make sure that the student's emergency phone is charged and audible before they separate from the group.
- Buddy System: Ensure that pupils are not left unsupervised/alone at any time; they should walk with at least one other student living nearby or in the same household.