

RISK ASSESSMENT

Group	XXXXXXXXXXXXXX
Venue	Cambrils Park Resort / Mediterranean Sports Village
Arrival date	XXXXXXXXXX
Departure date	XXXXXXXXXX
Students	XXX
Tutors	XX

Type / Area / Activity	Hazard	People at risk	Existing control measures	Further control measures taken	By who	By When	Action completed
Transport	Boarding / Loading Risk of injury from moving luggage, opening storage access panels.	Staff & Students	Only use reputable travel company who are fully insured	Students to be supervised by staff and follow drivers instruction of the coach driver			
	En route Traveller getting lost/going missing during rest stop			Head count to be taken at all stops on route to ensure no student is left behind Students told in English seat belts to be worn whilst travelling on the coach			
	Road traffic accident			Follow instructions of the driver and emergency services Contact college and advise of action taken by the coach company Parent / emergency contact to be informed if necessary			

Accommodation	<p>Sleeping arrangements Inappropriate sleeping accommodation/ aggravation between students sharing sleeping quarters</p> <p>Check in:</p> <p>On-site safety check</p> <p>Security</p>	Staff & Students	<p>Students sleeping arrangements are to be organised in advance, with gender separation in place and students room-sharing carefully considered to ensure best fit with students needs, friendship groups ect</p> <p>Cambrils Park Resort has 24 hour security onsite</p>	<p>Students to be supervised at all times during check in.</p> <p>Register taken on reception to ensure all students are checked in</p> <p>All travellers are to undergo a safety/ emergency procedures briefing upon arrival at the accommodation</p>			
Sporting Activities	Risk of injury contact or non contact	Staff & Students	<p>Mediterranean Sports Village (Cambrils Park) is a reputable fully licensed holiday resort with all appropriate arrangement in place. The sports facilities are well kept well and of a high standard.</p>	<p>Facilities used will be check by ME2 staff and Mare Nostrum staff prior to activities taking place</p> <p>All equipment and pitches being used will be check prior to starting the activities</p> <p>Safety briefing in English will be given before activity</p> <p>Medical / first aid bag at activities</p> <p>First aider to be at all sessions</p> <p>Coaches have a clear plan of communication in the event of a medical emergency</p> <p>Staffing ratio is correct for the number participating</p> <p>Coaches to monitor weather conditions</p> <p>Emphasising the importance of hydration during the session</p>			
First Aid	<p>Minor injuries & ailments Risk of Minor injuries and ailments from trips,slips, falls, sun expose ect</p>	Staff & Students	<p>A first aid kit to be carried by the trip party at all times</p> <p>Avoid sun/heat related issues (such as heatstroke , sunburn,ect) by prevention; clothing, sunglasses, and sun block</p> <p>Carry appropriate treatments</p> <p>Insert name and address of local GP/medical centre into first aid kit</p>				

Day trips & visits	<p>Safety Activities not appropriately risk assessed</p> <p>Insurance</p> <p>Student behaviour Students misbehaving/going missing/getting lost</p> <p>Roads Crossing roads</p>	Staff & Students	<p>All daytime activities to be risk assessed</p> <p>Only reputable activity providers or tourist attractions to be used</p> <p>Only activities covered by the trip insurance to be undertaken</p>	<p>Safety briefing to take place at the commencement of all trips and activities</p> <p>Students are to be reminded of the code of conduct prior to the trip</p> <p>Registers are to be taken at regular intervals during the trip & activity</p> <p>Students are to be advised to stay in groups when not being directly supervised by staff</p> <p>Meeting point for lost students is to be arranged at every venue or destination visited</p> <p>Students reminded to use designated cross points when crossing roads</p>			
Student Behaviour	<p>Missing Student Missing registration or curfew</p> <p>Inappropriate behaviour Failure to meet expected standards of behaviour</p> <p>Violence & Aggression Injury to persons caused by violent behaviour</p>	Staff & Students	<p>All students number are to be collected prior to the trip by the college</p> <p>Students advised to ensure that mobile phones are kept charged and have access to local cellular network/roaming facilities</p> <p>A meeting point for lost travellers is to be arranged at every venue or destination during the trip</p> <p>The appropriate person from the school/college will be immediately informed of poor behaviour</p> <p>There is zero-tolerance policy in place toward violence & aggression</p>	<p>Students who fail to attend registration will be contacted by mobile phone. If this fails, after a period of 1.5 hours the emergency services/ police and college will be informed.</p> <p>Students who fail to meet the night curfew will be contacted by mobile. If this fails, after a period of 1 hour the emergency services and college will be informed.</p>			
Travel Documents	Lost Documentation	Staff & Students	Students and staff aware of the importance of keeping their documentation safe.				
Crime	<p>Theft/scam Risk of becoming a victim of theft or other crime</p>	Staff & Students	<p>Awareness of risk of theft or pickpockets</p> <p>Awareness of local crime or crime hotspots</p> <p>Cash/card/device security & awareness</p>	<p>Report any crime to the police</p> <p>Minimise the amount of cash carried</p>			

Exposure to infection: Known endemic issues	Infection or Illness Risk of illness caused by preventable vendemic disease	Staff & Students	Take medical advice and arrange vaccinations / immunisation when required				
Insect and animal bites	Wildlife Injury caused by coming into contact with indigenous fauna	Staff & Students	Consider any likely insect/animal issues in particular area Avoid by prevention: repellents, clothing ect Carry out appropriate treatments				
Natural disasters	Extreme weather Risk of injury, drowning or death	Staff & Students		Monitor weather throughout the trip			
Climate/Altitude	Extreme climate Risk of sunburn, sunstroke, hypothermia, hypoxia	Staff & Students		Monitor weather throughout the trip			
Pre existing medical conditions	Illness during trip Risk of trip being disrupted due to illness medical conditions	Staff & Students	Travellers with pre existing conditions should seek medical advice prior to the trip, and should not travel if against the medical advice of a GP Ensure any food Copies of all student medical forms should be accessible all times during the trip Traveller must ensure that they carry adequate supplies of prescribed medication ect Ensure that all emergency contact detail are up to date				
Well-being/stress	Stress Students may become stressed due to factors such as excessive noise, crowds or being away from home Staff may experience stress due to trip responsibilities, extended working hours, or incidents that occur.	Staff & Students Staff					
Social / Political Unrest or Terrorism	Violence/Rioting/Kidnapping Travellers at risk of injury or abduction	Staff and Students		Reschedule trip or modify if necessary			

Date	Activity	People at Risk	Control measures taken
(<ul style="list-style-type: none"> * Collection from the airport * Travelling to resort * Check in * Spa session (TBC) Group meeting 	Student & Staff	<ul style="list-style-type: none"> * Head count to be taken before leaving the airport * Student and staff asked to wear seatbelt whilst travelling / after all stops a head count to be taken before restarting journey * All students to be monitored whilst checking into the accommodation * Students and staff given briefing on use of the spa * Students to be supervised whilst in the spa * Health and safety brief on the complex * Overview of the schedule and activities
(<p>Practical Football session</p> <p>Allocated BTEC session</p> <p>Outdoor Sports (Futsal/Basket/Volley)</p>	Student & Staff	<ul style="list-style-type: none"> * Google chat email to be sent out each morning updating students and staff of the day's schedule, weather * All students and staff accompanied to the playing field and crossed road by staff at pedestrians crossing * Playing field and equipment checked before start of the session * Safety brief given before session in English * First Aid bag taken to the playing fields * Mobile phone accessible in case of emergency * Students advised of appropriate clothing, footwear and shin pads * Access teachers to lead activity * Playing field, facilities and equipment checked before start of the session * Safety brief given before session in English * All rules of the games explained prior to starting activity * First Aid bag taken to the playing fields * Mobile phone accessible in case of emergency * Students advised of appropriate clothing, footwear etc

	<p>Salou Beach Session</p> <p>Theoretical session and Practical session: training options in the gym, including circuit training, cardio, fitness, and stretching.</p> <p>Allocated BTEC Session</p> <p>How to make the authentic Spanish Omelette.</p>	Student & Staff	<ul style="list-style-type: none"> * Google chat email to be sent out each morning updating students and staff of the days schedule, weather. * All students and staff accompanied to the beach and crossed road by staff at pedestrians crossing * Safety brief given in English prior to starting activities * Rules of activities activities clearly explained * Appropriate footwear on the beach * Informed of the danger of the sea * Beach checked for hazards * Equipment check prior to activities * Weather checked * All students to be supervised and in the spa (gym) whilst activities are taking place * Facilities and equipments checked before start of the session * Safety brief given before session in English * All rules of the games explain prior to starting activity * First Aid bag taken to the playing fields * Mobile phone accessible incase of emergency * Students advised of appropriate clothing, footwear ect. * Access teachers too lead activity * Students to be given safety briefing in English prior to the session * All appropriate regulations followed during the session
	<p>Allocated BTEC time</p> <p>Cultural visits: Group 1 Salou / Group 2 Cambrils</p> <p>Spa session Group A</p>	Student & Staff	<ul style="list-style-type: none"> * Google chat email to be sent out each morning updating students and staff of the days schedule, weather * Access teachers too lead activity * Students to be supervised at all times * Students and tutors asked to wear seatbelt whilst traveling * Meeting point and time agreed * Students asked to stay in small group when they have free time * Students ask to keep on mobile phone incase of emergency * Students advised of appropriate clothing. * Students reminded to use pedestrian crossing when appropriate *Students and staff given briefing on use of the spa *Students to be supervised whilst in the spar

		Student & Staff	<ul style="list-style-type: none"> * Google chat email to be sent out each morning updating students and staff of the days schedule, weather.
	Practical Football session		<ul style="list-style-type: none"> * All students and staff accompanied to the playing field and crossed road by staff at pedestrians crossing * Playing field and equipments checked before start of the session * Safety brief given before session in English * First Aid bag taken to the playing fields * Mobile phone accessible incase of emergency * Students advised of appropriate clothing, footwear and shin pads
	Presentation Gerard Nus (assistant coach Greece national Men Team)		<ul style="list-style-type: none"> * Safety briefing before presentation in the lecture room
	Salou Beech - Beach football, Voley and Handball		<ul style="list-style-type: none"> * All students and staff accompanied to the beach and crossed road by staff at pedestrians crossing * Safety brief given in English prior to starting activities * Rules of activities activities clearly explained * Appropriate footwear on the beach * Informed of the danger of the sea * Beach checked for hazards * Equipment check prior to activities * Weather checked

	<p>Multi Sports - Resort sports facilities</p> <p>Visit to Reus</p> <p>Reus v Prat</p>	<p>Student & Staff</p>	<ul style="list-style-type: none"> * Google chat email to be sent out each morning updating students and staff of the days schedule, weather. * Playing field , facilities and equipments checked before start of the session * Safety brief given before session in English * All rules of the games explain prior to starting activity * First Aid bag taken to the playing fields * Mobile phone accessible incase of emergency * Students advised of appropriate clothing, footwear ect * Students to be supervised at all times * Students and tutors asked to wear seatbelt whilst traveling * Meeting point and time agreed * Students asked to stay in small group when they have free time * Students ask to keep on mobile phone incase of emergency * Students advised of appropriate clothing. * Students reminded to use pedestrian crossing when appropriate * Students to be supervised at all times * Students and tutors asked to wear seatbelt whilst traveling * Meeting point and time agreed * Students asked to stay in small group when they have free time * Students ask to keep on mobile phone incase of emergency * Students advised of appropriate clothing. * Headcount to be taken when leaving the stadium
	<p>Allocated BTEC Session</p> <p>Cultural visits: Group 1 Salou / Group 2 Cambrils</p> <p>Spa session Group A</p>	<p>Student & Staff</p>	<ul style="list-style-type: none"> * Google chat email to be sent out each morning updating students and staff of the days schedule, weather. * Access teachers too lead activity * Students to be supervised at all times * Students and tutors asked to wear seatbelt whilst traveling * Meeting point and time agreed * Students asked to stay in small group when they have free time * Students ask to keep on mobile phone incase of emergency * Students advised of appropriate clothing. * Students reminded to use pedestrian crossing when appropriate *Students and staff given briefing on use of the spa *Students to be supervised whilst in the spar

	<p>Tarragona visit</p> <p>Allocated BTEC session</p> <p>Spa session</p>	Student & Staff	<ul style="list-style-type: none"> * Google chat email to be sent out each morning updating students and staff of the days schedule, weather. * Students to be supervised at all times * Students and tutors asked to wear seatbelt whilst traveling * Meeting point and time agreed * Students asked to stay in small group when they have free time * Students ask to keep on mobile phone incase of emergency * Students advised of appropriate clothing. * Students reminded to use pedestrian crossing when appropriate * Head count to be taken when leaving to return to accommodation * Access teachers too lead activity * Students and staff given briefing on use of the spa * Students to be supervised whilst in the spar
	<ul style="list-style-type: none"> * * * Practical Football Session <p>Theoretical session and Practical session: training options in the gym, including circuit training, cardio, fitness, and stretching.</p> <p>Allocated BTEC session</p> <p>Watch MAN UTD v CHELSEA</p>	Student & Staff	<ul style="list-style-type: none"> * Google chat email to be sent out each morning updating students and staff of the days schedule, weather * All students and staff accompanied to the playing field and crossed road by staff at pedestrians crossing * Playing field and equipments checked before start of the session * Safety brief given before session in English * First Aid bag taken to the playing fields * Mobile phone accessible incase of emergency * Students advised of appropriate clothing, footwear and shin pads * All students to be supervised and in the spa (gym) whilst activities are taking place * Facilities and equipments checked before start of the session * Safety brief given before session in English * All rules of the games explain prior to starting activity * First Aid bag taken to the playing fields * Mobile phone accessible incase of emergency * Students advised of appropriate clothing, footwear ect. * Access teachers too lead activity

		Student & Staff	<ul style="list-style-type: none"> * Google chat email to be sent out each morning updating students and staff of the days schedule, weather
	Guided Tour of Villa Seca		<ul style="list-style-type: none"> * Students to be supervised at all times * Students and tutors asked to wear seatbelt whilst traveling * Meeting point and time agreed * Students asked to stay in small group when they have free time * Students ask to keep on mobile phone incase of emergency * Students advised of appropriate clothing. * Students reminded to use pedestrian crossing when appropriate * Head count to be taken when leaving to return to accommodation
	Gym		<ul style="list-style-type: none"> * All students to be supervised and in the spa (gym) whilst activities are taking place * Facilities and equipments checked before start of the session * Safety brief given before session in English * All rules of the games explain prior to starting activity * First Aid bag taken to the playing fields * Mobile phone accessible incase of emergency * Students advised of appropriate clothing, footwear ect.
	BTEC		<ul style="list-style-type: none"> * Access tutor to lead this session
	Spar		<ul style="list-style-type: none"> *Students and staff given briefing on use of the spa *Students to be supervised whilst in the spar
	Practical session Sport Hall Salou		<ul style="list-style-type: none"> * All students and staff accompanied to the playing field and crossed road by staff at pedestrians crossing * Playing field and equipments checked before start of the session * Safety brief given before session in English * First Aid bag taken to the playing fields * Mobile phone accessible incase of emergency * Students advised of appropriate clothing, footwear and shin pads * Student reminded to wear seatbelts
	Visit Vila Seca		<ul style="list-style-type: none"> * Students to be supervised at all times * Students and tutors asked to wear seatbelt whilst traveling * Meeting point and time agreed * Students asked to stay in small group when they have free time * Students ask to keep on mobile phone incase of emergency * Students advised of appropriate clothing. * Students reminded to use pedestrian crossing when appropriate * Head count to be taken when leaving to return to accommodation
	Spa session		<ul style="list-style-type: none"> *. Students and staff given briefing on use of the spa * Students to be supervised whilst in the spar

	Practical coaching session	Student & Staff	<ul style="list-style-type: none"> * Google chat email to be sent out each morning updating students and staff of the days schedule, weather. * All students and staff accompanied to the playing field and crossed road by staff at pedestrians crossing * Playing field and equipments checked before start of the session * Safety brief given before session in English * First Aid bag taken to the playing fields * Mobile phone accessible incase of emergency * Students advised of appropriate clothing, footwear and shin pads
	Multi Sports		<ul style="list-style-type: none"> * Playing field , facilities and equipments checked before start of the session * Safety brief given before session in English * All rules of the games explain prior to starting activity * First Aid bag taken to the playing fields * Mobile phone accessible incase of emergency * Students advised of appropriate clothing, footwear ect
	Spa session		<ul style="list-style-type: none"> * Students and staff given briefing on use of the spa * Students to be supervised whilst in the spar
	PortAventura Visit	Student & Staff	<ul style="list-style-type: none"> * Google chat email to be sent out each morning updating students and staff of the days schedule, weather. * Students to be supervised at all times * Students asked to follow all PortAventura protocol * Students and tutors asked to wear seatbelt whilst traveling * Meeting point and time agreed * Students asked to stay in small group when they have free time * Students ask to keep on mobile phone incase of emergency * Students advised of appropriate clothing. * Students reminded to use pedestrian crossing when appropriate * Head count to be taken when leaving
	FREE TIME on complex for any students not wanting to attend PortAventura		<ul style="list-style-type: none"> * Appropriate staff to on complex to supervise any students not wishing to visit PortAventrua

	<p>Planning an International tournament</p> <p>Visit Cami de Ronda</p> <p>Watch Tottenham v Newcastle</p>	Student & Staff	<ul style="list-style-type: none"> * Google chat email to be sent out each morning updating students and staff of the days schedule, weather. * . Safety briefing before presentation * Students to be supervised at all times * Students and tutors asked to wear seatbelt whilst traveling * Meeting point and time agreed * Students asked to stay in small group when they have free time * Students ask to keep on mobile phone incase of emergency * Students advised of appropriate clothing. * Students reminded to use pedestrian crossing when appropriate * Head count to be taken when leaving to return to accommodation
	<p>Leaving the complex</p>	Student & Staff	<ul style="list-style-type: none"> * Google chat email to be sent out each morning updating students and staff of the days schedule, weather. * Head count to be taken before leaving the accommodation * Student and staff asked to wear seatbelt whilst travelling / after all stops a head count to be taken before restarting journey * All students to be monitors whilst checking into at airport