

LAST REVISION OF DOCUMENT: 15 DE JULIO DE 2015

# RISK ASSESSMENT RESIDENTIAL STAY FOR SCHOOLS

**This residential stay for schools risk assessment is an addition to the general "risk assessment school trip general" specific for residential stays during a school trip. Please refer to the other risk assessment documents for specific assessments, such as excursions and activities or family stays.**

Hazards	Risk	Control measures	Notes
Emergencies (general)		<ul style="list-style-type: none"> <li>✓ Schools are encouraged to share concerns and requirements regarding safety standards and supervision before the start of the programme. This is done during communication throughout as well as on the application form filled in by the responsible for the trip.</li> <li>✓ The group's chaperone sleeps in the facilities to help out with supervision and in case of an emergency would also be able to provide support or communicate with emergency services.</li> <li>✓ Students are given a tour of the facilities upon arrival and are shown the bedrooms of the group leaders as well as the room of the chaperone, so they know how to find them in case of need.</li> <li>✓ Students and group leaders are introduced to any Spark staff members living in the residence at the time of the group's visit, so they know who they are and how to recognize them.</li> </ul>	<ul style="list-style-type: none"> <li>➤ It is the group leaders who are responsible for the students' conduct during their time in the residence and for following up with any issues.</li> </ul>
Fire	Fire injuries, smoke inhalation	<ul style="list-style-type: none"> <li>✓ No smoking is allowed in the building.</li> <li>✓ Smoke and fire detectors are installed in the rooms and communal areas.</li> <li>✓ Smoke and fire alarm with a load siren is installed in the building.</li> <li>✓ Emergency evacuation routes are signposted in all the rooms and in communal areas.</li> <li>✓ Emergency exit routes are clearly indicated.</li> <li>✓ Emergency lights operate in case of a power cut.</li> <li>✓ Regular checks of fire detectors and alarm fire extinguishers carried out.</li> <li>✓ Fire extinguishers are available in the building and are clearly signposted.</li> <li>✓ Regular fire drills are carried out with all staff and at specific times during the year when students are in the building.</li> <li>✓ Upon arrival, the students and the group leaders are shown the emergency procedures, fire extinguishers, fire evacuation route and gathering point in case of an evacuation.</li> <li>✓ Spark staff are aware of the procedures, evacuation routes and meeting points in case of a fire.</li> </ul>	
Child safety and protection	Child abuse, welfare and attack	<ul style="list-style-type: none"> <li>✓ Underage students who come as a group will have their group leaders in a room adjacent to and on the same floor as the students of the group.</li> </ul>	

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		<ul style="list-style-type: none"> <li>✓ Primary schools are encouraged to choose the exclusivity option for the residence, meaning they would be the only residents of the building during their stay along with any Spark staff members living in the building.</li> <li>✓ Secondary schools can opt to have the residence in exclusive usage or not.</li> <li>✓ Spark staff all have a criminal police check carried out in their home country. If not available (as is the case for Spanish nationals), at least two referees have confirmed that they have no reason to believe they shouldn't work with children, and they have had no referee stating they believe they shouldn't work with children.</li> <li>✓ Students will be allocated to their rooms based on the same gender.</li> <li>✓ Unless otherwise requested, students will not have a key to their rooms (doors do not lock) but home supervisors will be given a key to all of the rooms.</li> <li>✓ Spark will confirm with the group leaders that students have been informed about conduct and behaviour to ensure the safety of everybody.</li> </ul>	
Domestic hazards	Slips, falls, cuts, burns etc.	<ul style="list-style-type: none"> <li>✓ Students will be warned not to use certain facilities when unsupervised, such as in the kitchen and on the roof terrace.</li> <li>✓ Spark staff are always encouraged to report on any damaged or faulty items.</li> <li>✓ Spark aims to remove, replace or repair a faulty item as soon as possible.</li> <li>✓ Dangerous items for primary school aged students can be removed if deemed necessary by the home supervisors (such as knives etc.).</li> <li>✓ Bunk beds are regularly checked to make sure they are secure.</li> <li>✓ Monthly checks are done to ensure that the temperature of the hot water control system is set to not exceed the maximum allowed.</li> </ul>	
Hygiene	Illness, infections	<ul style="list-style-type: none"> <li>✓ Students are reminded to wash their hands at regular intervals and especially before meal times.</li> <li>✓ External suppliers of meals will be checked on their compliance with hygiene standards.</li> <li>✓ The tap water is safe to drink, but Spark also has a water fountain with filtered and cooled water that is accessible 24/7.</li> </ul>	
Health and diets		<ul style="list-style-type: none"> <li>✓ The programme and itinerary will allow for sufficient time for the students to eat and sleep.</li> <li>✓ All Spark staff who help out during meal times will be made aware of the dietary requirements of each individual.</li> <li>✓ In case of external food suppliers, the requirements will be passed over to the supplier who will clearly label the diet to facilitate easy recognition.</li> </ul>	