



B° Cotillo 4, Aés, Puente Viesgo, 39670 Cantabria, Spain
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RISK ASSESSMENT

GUIDELINES

Probability of Risk Occurring	
Low	Acceptable risk as unlikely to occur however if the potential injury / risk is severe, ie. Death / major injury, then additional control measures may be put in place to reduce likelihood of incident occurring to very low level
Medium	Usually not acceptable and additional control measures needed to manage and reduce risk to an acceptably low level
High	NOT acceptable. Additional control measures required to control / manage risk to an acceptably low level

FIRE

HAZARD	RISK	PERSONS AT RISK	LEVEL OF PROBABILITY	CONTROL MEASURES	OUTCOME
Fire	Serious incident / death / injury / burns	Students and accompanying teachers	Medium	<ul style="list-style-type: none"> • Fire extinguishers located at all house levels. • Smoke detectors in hazard areas regularly tested. • Evacuation notices in all bedrooms (In English). • Fire evacuation routes clearly marked in all rooms. • Fire exits kept clear at all times. • Fire training for all staff. • Fire evacuation plan and practice takes place with all students and staff in the induction meeting. • Smoking or setting up fire is not allowed. • Where cooking takes place additional fire control measures in place - fire blankets, fire extinguishers, etc. • In the event that fireplace, pellets stove or AGA cooker are lighted, students and staff to be told to stay off these areas. 	Low



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ACCOMMODATION

Accommodation will be seasonal and regulated under Artículo 3 de la Ley 29/1994, de 24 de noviembre, de Arrendamientos Urbanos: “Se considera arrendamiento para uso distinto del de vivienda los arrendamientos de fincas urbanas celebrados para ejercerse en la finca una actividad docente, cualquiera que sean las personas que los celebren”.

HAZARD	RISK	PERSONS AT RISK	LEVEL OF PROBABILITY	CONTROL MEASURES	OUTCOME
Bunk beds / Beds	Major accident / fractures	Students	High	<ul style="list-style-type: none"> Students to be briefed in induction meeting to the dangers of jumping from top bunks or jumping on beds. Top bunks fitted with guard rails. Guard rails to be checked weekly. Accompanying teachers to enforce discipline during stay. 	Low
'Falling from' high level windows	Major accident / fractures	Students	Low	<ul style="list-style-type: none"> Most windows at The Spanish Course are low level or Velux windows. However, there is a room with a medium level window. Risk clearly communicated during the induction meeting with all new students. 	Low
Cleaning products / chemicals	Injury – burning or ingestion	Students	Low	<ul style="list-style-type: none"> Cleaning products / chemicals, when not in use, to be kept in secure storage areas, where students are not allowed. 	Low
Hot water	Scalding	Students and accompanying teachers	Medium	<ul style="list-style-type: none"> All shower taps mechanisms to be explained to students and accompanying teachers in induction meeting. First-Aid kit with impregnated dressing / cutaneous solution included. 	Low
Electrical sockets / Electrical Appliances	Major electric shock	Students and accompanying teachers	Medium	<ul style="list-style-type: none"> Risk of electric shock to be communicated to students in induction meeting. All electrical appliances in use to be tested on an annual basis. Students not to manipulate electrical equipment. 	Low
Bacterial contamination	Illness	Students and accompanying teachers	Medium	<ul style="list-style-type: none"> Surfaces to be cleaned and disinfected on a regular basis. Students should be told to keep facilities clean at all times and to inform staff about any dirt. Students to be told not eat at their rooms. 	Low
Slipping / wet floors	Fractures / cuts and grazes	Students and accompanying teachers	Medium	<ul style="list-style-type: none"> Risk to be communicated to all persons. In the event of wet floors, signs will be placed to avoid accidents. 	Low



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CATERING / KITCHEN / DINING AREAS

HAZARD	RISK	PERSONS AT RISK	LEVEL OF PROBABILITY	CONTROL MEASURES	OUTCOME
Kitchen	Injury	Students	Medium	<ul style="list-style-type: none"> Out of bounds areas, except when authorised, clearly communicated to students in induction meeting. 	Low
Bacterial contamination	Illness	Students and accompanying teachers	Medium	<ul style="list-style-type: none"> All dining room and kitchen surfaces to be cleaned and disinfected on a regular basis and before and after each meal. 	Low
Food poisoning / contamination	Illness	Students and accompanying teachers	High	<ul style="list-style-type: none"> All kitchen staff to be trained in the safe storage and preparation of food (Carnet de manipulador de alimentos) according to Spanish legislation (Real Decreto 640/2006, de 26 de mayo, por el que se regulan determinadas condiciones de aplicación de las disposiciones comunitarias en materia de higiene, de la producción y comercialización de los productos alimenticios). Kitchen and all equipment to be cleaned on a regular basis and before and after the preparation of food. 	Low

CRIME

HAZARD	RISK	PERSONS AT RISK	LEVEL OF PROBABILITY	CONTROL MEASURES	OUTCOME
Staff Crime	Offences	Students and accompanying teachers	Low	<ul style="list-style-type: none"> All staff members who have access to students to be crime checked and suitable to work with underage people. Separate male and female accommodation are provided. 	Low
External Crime	Theft / Offences	Students and accompanying teachers	Low	<ul style="list-style-type: none"> There are appropriate security arrangements to prevent unauthorised persons entering the accommodation. Staff and accompanying teachers accommodation is close to students accommodation. 	Low



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SITE / PATIO / GARDEN

HAZARD	RISK	PERSONS AT RISK	LEVEL OF PROBABILITY	CONTROL MEASURES	OUTCOME
Traffic	Serious accident / fractures/ cuts and grazes	Students and accompanying teachers	Low	<ul style="list-style-type: none"> ● Risk to pedestrians to be communicated during induction meeting to all new students specifying that: <ul style="list-style-type: none"> ○ Classroom external door and upstairs entrance face road. ○ Even though, road has got scarce local traffic with less than 10 cars per hour and that due to the road shape, width, gradient and visibility, vehicles' speed is always below 40 KPH, Students and staff need to pay attention before leaving the classroom or the upstairs entrance door. 	Low
Garden / Patio	Injury	Students	Medium	<ul style="list-style-type: none"> ● Out of bounds areas communicated during induction meeting clearly stating that: <ul style="list-style-type: none"> ○ Students won't be able to climb garden or patio walls, trees, fences or go to steep areas. ● Staff vigilance. 	Low
Barbecue / Patio heater	Injury / Burns	Students	Low	<ul style="list-style-type: none"> ● In the event of a barbecue or that patio heater is used students will be told: <ul style="list-style-type: none"> ○ To stay off the barbecue area. ○ Not to manipulate patio heater. ● Staff vigilance. 	Low
Slips, trips and falls on uneven ground	Fractures, cuts and grazes	Students and accompanying teachers	Medium	<ul style="list-style-type: none"> ● Risk clearly communicated during induction meeting. ● Children to wear appropriate shoes. 	Low
Out of bounds areas	Fractures, cuts and grazes	Students	Medium	<ul style="list-style-type: none"> ● All areas where pupils are NOT allowed without a teacher or member of staff clearly communicated during induction meeting. 	Low



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TRANSPORT

HAZARD	RISK	PERSONS AT RISK	LEVEL OF PROBABILITY	CONTROL MEASURES	OUTCOME
Vehicles	Serious Accident / Fractures / Injuries / Death	Students and accompanying teachers	Medium	<ul style="list-style-type: none"> All vehicles to be roadworthy and to meet all the legal requirements in Spain. Transport of students from and to The Spanish Course S.C. premises by The Spanish Course staff are considered "transporte privado complementario" according to Artículo 102 de la Ley 16/1987, de 30 de julio, de Ordenación de los Transportes Terrestres and also according to article 157 of the Real Decreto 1211/1990, de 28 de septiembre, por el que se aprueba el Reglamento de la Ley de Ordenación de los Transportes Terrestres. 	Low
Coach Subcontractors / Public transport	Serious Accident / Fractures / Injuries / Death	Students and accompanying teachers	Medium	<ul style="list-style-type: none"> We ensure that transport sub-contractors meet the relevant legal requirements to transport underaged children. We ensure that students observe public transport regulations to avoid accidents (i. e. to remain seated, wear seat belts, etc.). 	Low

WALKS / EXCURSIONS

HAZARD	RISK	PERSONS AT RISK	LEVEL OF PROBABILITY	CONTROL MEASURES	OUTCOME
Walks	Serious Accident / Fractures / Injuries / Death	Students and accompanying teachers	Medium	<ul style="list-style-type: none"> Students to walk as a group and follow staff and accompanying teachers' instructions. Students to be aware of traffic on the right side of the road. 	Low
Excursions	Accident / Injuries	Students and accompanying teachers	Medium	<ul style="list-style-type: none"> We ensure that activities / excursion sub-contractors meet the relevant legal requirements to transport underaged children. We ensure that students observe sub-contractor's regulations. 	Low



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HEALTH

HAZARD	RISK	PERSONS AT RISK	LEVEL OF PROBABILITY	CONTROL MEASURES	OUTCOME
Minor Health issues	Minor injuries / illnesses	Students and accompanying teachers	Medium	<ul style="list-style-type: none">Students to be informed about First-Aid kit in induction meeting.	Low
Major Health issues	Serious Accident / Injuries / illnesses	Students and accompanying teachers	Medium	<ul style="list-style-type: none">To ensure that all visitors have health cover prior to arrival.Take injured person to Puente Viesgo GP, Renedo Health Centre, Hospital or call 112 Emergency Services depending on opening times and health problem.	Low

INSURANCE

The Spanish Course holds public liability insurance, which will be current during the proposed visit, and which covers all directly provided and sub-contracted activity.