

Basic Risk Assessment		Gredos Centre – Hostel (Albergue)		Ref No. - 06	
Internal assessor:	Juan Fco. Redondo Sanchez	Potential injuries, damage, etc:	Minor injuries, food allergies, anaphylactic reaction, asthma or serious illness.	Date of issue:	March 2009
				Planned review date:	March 2010
Hazards.		Persons exposed to the hazard.	Existing control measures.		
Minor injuries		Group Leaders /instructional staff. Teachers. Students.	<ol style="list-style-type: none"> 1. Pupils advised of appropriate code of behavior and guidelines upon arrival to Gredos Centre. 2. Appropriate insurance arranged and details on file in Gredos Centre office and accessible by all staff. 3. Reminders throughout the duration of the trip. 4. First aid kit onsite and 1st aid trained staff on site during the day. Medical Centre within 2 min driving distance open 24 hours. 		
Food allergies, Anaphylactic reaction.		Teachers. Students.	<ol style="list-style-type: none"> 1. Request for medical details and or dietary requirements given to school in writing and this information to be passed back to Gredos Centre more than 1 week before departure. 2. The centre management publishes on staff notice board all medical or dietary requirements. 		
Serious injury and/or illness		Teachers. Students.	<ol style="list-style-type: none"> 1. In the event of serious injury or illness parents will be contacted. 2. In the event of serious illness or injury emergency services/ambulance will be contacted to assist pupil or teacher and if necessary take injured party with a supervising teacher of the school to local medical centre to be attended by a professionally trained medic or doctor. 3. Gredos Centre requests that all visiting schools provide adequate Insurance cover to pay for a flight home if necessary. 		
Asthma.		Teachers. Students.	<ol style="list-style-type: none"> 1. Pupils are to bring with them appropriate medicines and inhalers. 2. Visiting school must carry a list of medical requirements of pupils at all times and provide Gredos Centre management a copy to hold on file during stay. 3. Pupils are to be instructed by supervising teachers to carry appropriate medication at all times. 		

Safety	Group Leaders /instructional staff. Teachers. Students.	<ol style="list-style-type: none">1. All will be given instructions regarding behavior and guidelines upon arrival and whilst in the centre.2. Gredos Centre request that supervising teachers support Gredos Centre staff regarding control and behavior of their students for the duration of their stay.
Fire	Group Leaders /instructional staff. Teachers. Students.	<ol style="list-style-type: none">1. Gredos Centre fire evacuation procedures will be explained upon arrival to all.2. Fire evacuation procedures and floor plans are posted throughout the main building.3. Fire smoke detectors are fitted in all rooms and communal areas.4. Fire extinguishers are fitted, checked and replaced once a year.